

For Questions call
 (614) 644-3155
 Office Hours 8:00 a.m. to 5:00 p.m.

Ohio Department of Commerce
 Division of Liquor Control
 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005
<http://www.com.ohio.gov/liq>



APPLICATION FOR D-4 (CLUB) PERMIT
ALLOW 10 TO 12 WEEKS FOR PROCESSING

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR YOUR APPLICATION TO BE ACCEPTED FOR PROCESSING

- A. Processing Fee of \$100.00 (Non-Refundable).
- B. Application completed in its entirety, notarized and signed.
- C. Club Officer's Statement.

CHECK CLASSES APPLIED FOR: **Class and Fee**

- D-4 - \$469.00 - Club Permit
- D-6 - \$500.00 - Sunday Sales

Club or Corporate Name:

DBA
 (doing business as):

Business Address:

Township (if outside
 city limits):

City:

Zip Code:

County:

Residence Phone #:

Business Phone #:

Mailing Address Information:

Address:

Name:

City, State, & Zip:

Attorney's Name:

Address:

City, State, & Zip:

Phone #

Email
 Address:

SECTION A

1. Have you or any partner, office holder, managing member, 5% stockholder or member, spouse or other person interested in this permit ever been convicted of a felony or misdemeanor, including any alcohol-related offenses? YES NO
 If YES, attach a written explanation.
2. Do you own the real estate on which the proposed business will be located? YES NO
If NO, return a completed signed and dated copy of your LEASE **OR** RENTAL CONTRACT, **OR** SUMMARY OF TENANCY RIGHTS form (DLC form 4085).
3. Have you or any partner, office holder, managing member, 5% stockholder or member, spouse or other person involved in this permit ever been refused a permit, denied a renewal, or had a permit revoked from another state, by this Division, or the Liquor Commission? YES NO
If YES, attach a written explanation.
5. Date when club was organized _____
6. How long has the club been continuously engaged in carrying out the purposes of the club _____
7. Name and address of national organization with which affiliated, if any _____

FOR DIVISION USE ONLY

Coder:	Receipt #	Remarks:	Reviewer Action:
Taxing District:			
Permit Number			

SECTION B: COMPLETE ONLY IF APPLYING FOR A D-6

8. If currently selling alcohol or if a new business not currently selling alcohol, what percentage of your total gross receipts is currently, or will you estimate to be, attributed to the sale of food and other goods (excluding alcoholic beverages)? _____

Your permit certificate is issued for a permit period that expires on either February 1, June 1 or October 1, depending on the county where your permit is located, and is renewed annually on that date. If your permit is issued within six months of the expiration date, you will receive a 50% refund of the class fees paid, not including the \$100.00 application fee. Renewal dates by county may be found by visiting our web site at http://www.com.ohio.gov/liqr/docs/LIQR_RenewalDistricts.pdf.

SECTION C: IF AN ASSOCIATION, COMPLETE THE FOLLOWING:

State of Ohio, _____ County, ss

I, _____ being first duly sworn, according to law, deposes and says that he/she is the duly
(Please Print)

elected and qualified _____ of the _____, an association duly
(Title)

organized for the purpose and purposes herein stated, and that the statements and answers made in the foregoing application are true.

(Signature of Officer) (Title) (Date)

(Residence Address) (City) (State) (Zip Code) (Area Code & Telephone Number)

(TO BE COMPLETED BY NOTARY PUBLIC)

Sworn to before me and subscribed in my presence this _____ day of _____, _____

(Notary Public) (Notary Expiration)

IF A CORPORATION, COMPLETE THE FOLLOWING:

State of Ohio, _____ County, ss

I, _____ being first duly sworn, according to law, depose and say that the statements
(Please Print)

and answers made in the foregoing application are true.

(Signature of Individual, Partner, Officer, Managing Member, or 5% or more Stockholder or Member) (Title) (Date)

(Residence Address) (City) (State) (Zip Code) (Area Code & Telephone Number)

(To be completed by Notary Public)

Sworn to before me and subscribed in my presence this _____ day of _____, 20 _____.

(Notary Public) (Notary Expiration)

GENERAL INSTRUCTIONS FOR FILING NEW D-4 APPLICATION

Your application for a new D-4 permit will require you to file a D-4 application DLC 4171 form, together with documents referred to in Section A below. In addition, you are asked to have certain documents available for our Compliance Officer to review and inspect. The papers needed are listed below in Section B.

SECTION A. COMPLETE AND RETURN TO THIS OFFICE:

- A. Club Officers Statement (DLC Form 4050).
- B. Summary of Tenancy Rights (DLC Form 4085).
- C. Certificate of Continued Existence, if a non-profit corporation.
- D. Name and telephone number of member to be contacted to schedule investigation.
- E. Submit check for \$100.00 Processing fee, and permit fees. May be included in same check.
- F. Background Checks must be completed, therefore, PLEASE READ DLC4191.

SECTION B. ADDITIONAL DOCUMENTATION THAT MAY BE REQUIRED DURING THE PROCESS OF YOUR D4 APPLICATION

- 1. Make certain you indicate the "Club or Corporation Name" on page 1 of the application. The name of the actual business may then be listed under "DBA" (doing business as).
- 2. An individual or a majority of the partners in a partnership **must** have been a resident of the State of Ohio for at least one (1) year prior to filing an application. **All** individuals and partners must have U.S. Citizenship. (This does not apply to stockholders in a corporation, or members in an LLC).
- 3. ISSUANCE OF PERMITS IS SUBJECT TO THE WET OR DRY STATUS OF THE LOCATION, AND MAY BE SUBJECT TO THE EXISTENCE OF AN OPENING UNDER THE QUOTA.
- 4. Return the application, all fees, and all required documents to:

**OHIO DEPARTMENT OF COMMERCE - DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005**

WARNING: NO permit will be issued until the proposed business is ready for operation and meets Division regulations. **ALL CONSTRUCTION OR REMODELING COSTS ARE AT THE APPLICANT'S RISK, AS THE DIVISION CANNOT GUARANTEE THE ISSUANCE OF A PERMIT.**

OHIO REVISED CODE 4303.17

Permit D-4 may be issued to a club which has been in existence for three years or more prior to the issuance of the permit to sell beer and any intoxicating liquor to its members only, in glass or container, for consumption on the premises where sold. The fee for this permit is four hundred sixty-nine dollars. No D4 permit shall be granted or retained until all elected officers of such organization controlling the club have filed with the division of liquor control a statement, signed under oath, certifying that such club is operated in the interest of the membership of a reputable organization, which is maintained by a dues paying membership, setting forth the amount of initiation fee and yearly dues. The roster of membership of a D-4 permit holder shall be submitted under oath on the request of the superintendent of liquor control. Any information acquired by the superintendent or the division with respect to such membership shall not be open to public inspection or examination and may be divulged by the superintendent and the division only in hearings before the liquor control commission or in a court action in which the division or the superintendent is named a party. The requirement that a club shall have been in existence for three years in order to qualify for a D-4 permit does not apply to units of organizations chartered by congress or to a subsidiary unit of a national fraternal organization if the parent organization has been in existence for three years or more at the time application for a permit is made by such unit.

FOR OFFICE USE ONLY

NEW TRANSFER REN

PERMIT #

**Ohio Department of Commerce
Division of Liquor Control**

6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005
Telephone: (614) 644-3155 - <http://www.com.ohio.gov/liqr>



SECTION A.

CLUB OFFICERS STATEMENT

Name of D4 Applicant:		DBA (doing business as):	
Permit Premises Address:		Federal Tax ID Number:	
Township (if outside city limits):	City:	Zip Code:	County:

LIST TOP FOUR OFFICERS:

NAME	OFFICE HELD	RESIDENCE ADDRESS	SSN	DOB

Affidavit

Being first duly sworn according to law, depose and say:

- *The above-listed individuals are the current elected and controlling officers of the Club.
- *The Club was organized solely for and in the interest of the membership of a reputable organization, and not for the profit of any person, firm, or company, either directly or indirectly.
- *Only members in good standing can and are permitted to exercise the privileges of the Club.
- *The telephone number of the Club premises is _____
- *The Club was organized for:

<input type="checkbox"/> Fraternal	<input type="checkbox"/> Social	<input type="checkbox"/> Recreational	<input type="checkbox"/> Athletic	<input type="checkbox"/> Patriotic
<input type="checkbox"/> Benevolent	<input type="checkbox"/> Charitable	<input type="checkbox"/> Political		
- * Membership in the Club is subject to the consent and approval of the membership at Regular Special meetings.
- * The yearly initiation fee is \$ _____
- *The dues of \$ _____ are payable Weekly Monthly Quarterly Semi-Annually Yearly

State of Ohio, _____ County, ss

I, _____ being first duly sworn, according to law, deposes and says that he/she is duly
(Please Print)

elected and qualified as the _____
(Office Held)

of the _____
(Club Name) (Signed)

(To be completed by Notary Public)

Sworn to before me and subscribed in my presence this _____ day of _____, 20 _____.