



Department of Commerce

Division of Liquor Control

Mike DeWine, Governor
Sheryl Maxfield, Director

6606 Tussing Road
Reynoldsburg, OH 43068-9006

www.com.ohio.gov

How To Apply For A Liquor Permit

1. Get an Application

Click on the appropriate link below to download an Application for a new bar, restaurant or carryout liquor permit, or to view all types of permits that can be applied for. You may also visit our website at www.com.ohio.gov/liqr.

- [New bar, restaurant or carryout Application](#)
- Other types of new permit applications are available on our website. View a list of all [Types of Permits](#) and their associated fees.

2. Complete the Application

Applicants should complete the application, answering all questions, sign it and have it notarized. They should return it along with the other required documents, as noted on the "Required Documents for Acceptance of a Permit Application" form attached to the application, and the \$100 non-refundable processing fee to the above address. Applicants will be required to pay the desired permit class fee once the permit is ready to be processed. If a permit is available in the area of the state that is requested, the fees can be submitted with the application and processing will begin immediately. (Permit availability is determined by a quota that is based on the population within a particular city or township. You must have a particular address where you will be placing the permit at the time you make application. If there are no permits available under the quota within the area you choose to place your permit, the application will be held until one becomes available.

3. Division Notifies Legislative Authority of Filed Application

When processing begins, a notice is sent to the local legislative authority (city council or township trustees and county commissioners) and local police department (chief of police or township police and county sheriff).

4. Opportunity for Legislative Authority or Nearby Public Institution to Object

A Division compliance officer makes a physical inspection of the applicant's premises, draws a diagram of the premises and surveys the area within a 500 foot radius of the business to determine if there are any churches, schools, playgrounds, libraries or township parks within 500 feet. Those public institutions that are within 500 feet of the proposed permit premises are notified of their right to object to the issuance of the permit.

5. Division Verifies the “Wet/Dry” Status of Proposed Permit Location

When an application is received, the Division sends a letter to the county Board of Elections to determine the precinct in which the applicant’s business is to be located. When this information is received, the division checks to determine whether the location is wet for the type of alcoholic beverages that the applicant wishes to sell.

6. Hearing on Any Filed Objections

If a hearing is requested by either the legislative body or a public institution, the applicant is notified by certified mail as to the time and place of the hearing. The applicant may be represented by an attorney at the hearing.

7. Time Frame for Permit Issuance

If no hearing is requested, and no adverse information is discovered through the local police or the Bureau of Criminal Identification and Investigation (BCI), the permit could be issued within ten to twelve weeks, but no sooner than 15 days from the application filing date.

If a hearing is held, the results are sent by certified mail to the applicant and the objector. If the objections are overruled, the legislative body may file an appeal within 30 days of the order to the Ohio Liquor Control Commission. Public institutions do not have the right to appeal. If the objections are sustained, a rejection order is sent by certified mail to the applicant. The applicant may file an appeal within 30 days of the date of the order to the Ohio Liquor Control Commission. A permit cannot be issued until all administrative and legal remedies have been exhausted.

Division of Liquor Control: (614) 644-2360

1-800-750-0750 (TTY/TDD)
www.com.ohio.gov/liqr

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