



## APPLICATION PROCESS

Ohio Department of Commerce  
Division of Liquor Control  
6606 Tussing Road  
Reynoldsburg, OH 43068  
614-644-2360

The Division of Liquor Control (Division) has outlined the application process below to help applicants understand the steps taken after submission of an application:

1. The Division logs all applications into a computerized system for processing.
2. The Division will send notice of the application to the legislative authority of the municipality/township (city council or township trustees and county commissioners) where the applicant's permit business will be located for certain retail permit classes only. The legislative authority has the right to object to the application and request a hearing within 30 days of notification. However, one 30-day extension may be granted if it is requested timely. The Division also notifies the local law enforcement agency as required by law.
3. On certain permit classes, the Division will work with the County Board of Elections to determine the wet/dry status of the applicant's proposed permit premises. This does not occur on applications for transfer of ownership.
4. The Division will send the Personal History Background Form(s) the applicant provided to the law enforcement agency in the municipality or township of the permit premises for a separate background check to be conducted.
5. The Division works with the Ohio Bureau of Investigation (BCI) to have background checks conducted on all persons disclosed as being involved in an applicant's business. For the Division and BCI to conduct this background check, the applicant is required to provide the Division with the proper documentation and information so that a background check can be performed. Applicants should refer to DLC Form 4191 to determine which persons involved in the business should submit a completed paper fingerprint card or be fingerprinted electronically via a WebCheck system.
6. On certain permit classes, a Division Compliance Officer will contact the applicant to set up an appointment for an initial inspection of the premises. At the time of the inspection, the Division's Compliance Officer will survey the area surrounding the proposed permit premises to determine if there are any institutions such as schools, churches, libraries, public playgrounds or township parks within 500 feet. By law, any of these institutions can object to the issuance of a permit within 30 days of notification. If the premises is not in operation or did not meet all requirements at the initial inspection, a final inspection will be required at a later date. Please allow two weeks when requesting a Division final inspection.
7. A C or D class permit is issued for a period that expires on February 1, June 1 or October 1, depending on the county where the permit is located, and is renewed annually on that date. Renewal dates by county may be found by visiting [http://www.com.ohio.gov/liqr/docs/LIQR\\_RenewalDistricts.pdf](http://www.com.ohio.gov/liqr/docs/LIQR_RenewalDistricts.pdf). All A, B, G, H, or W class permits renew annually on October 1.
8. If an applicant has applied for a New Ohio retail permit and it is issued within six months of the expiration date, the applicant will receive a refund of 50% of the class fee(s) paid. This does not apply to transfer applications.  
NOTE: The \$100.00 processing fee is non-refundable.

It is the Division's goal to process applications in a timely and efficient manner. Many factors determine the length of time it takes to complete the application process. Providing all of the information requested on the application will help processing time.

Revised 09/12/2017



## APPLICATION DOCUMENT CHECKLIST

Ohio Department of Commerce  
Division of Liquor Control  
6606 Tussing Road  
Reynoldsburg, OH 43068  
614-644-2360

### REQUIRED DOCUMENTS FOR ACCEPTANCE OF A PERMIT APPLICATION:

- Application completed in its entirety and signed by the applicant - if it's a transfer application, it must be signed by both the buyer and the seller
- Processing fee of \$100.00 (Made payable to the Division of Liquor Control)
- If a Sole Proprietor - Personal History Background Form (DLC 4121)
- If a Corporation - Officer/Shareholder Disclosure Form (DLC 4030)
- If a Limited Liability Company - LLC Membership Disclosure Form (DLC 4032)
- If a Partnership - Partnership Disclosure Form (DLC 4031)
  - With a signed copy of the Partnership Agreement
- If a Non-Profit Entity - Non-Profit Disclosure Form (DLC 4029)
- If a Transfer Application to an Executor, Administrator or Court appointed representative:
  - Certified copy of the Court Appointment bearing the signature of a Judge and/or the Court time-stamp, and indicating if the Executor, Administrator or Court-appointed representative is authorized to operate the business
- If Economic Development Transfer Application (TRES):
  - Transfer Application (DLC 4118 or DLC 4120, depending on the type of transaction)
  - Economic Development TRES Transfer Form (DLC 4244) - this form MUST accompany the Transfer Application

### ADDITIONAL DOCUMENTS REQUIRED THAT CAN BE FILED DURING THE APPLICATION PROCESS:

- Class Fee
- Background Check (see DLC Form 4191)
- Lease Agreement in the applicant's name or Summary of Tenancy Rights (Form DLC 4085)
- If a transfer - Signed copy of the Purchase Agreement or Summary of Purchase Agreement (DLC Form 4243)
- Financial Verification Worksheet (DLC 4096), with supporting documents
- If a Corporation - Certificate of Good Standing from the Ohio Secretary of State
- If a Non-profit Corporation - Certificate of Continued Existence from the Ohio Secretary of State
- If a Limited Liability Company - Certificate of Organization from the Ohio Secretary of State
- If not incorporated in the State of Ohio - Certificate of Authority to do Business in Ohio from the Ohio Secretary of State
  - Ohio Secretary of State: 614-455-3910 or 877-767-3453 - [www.sos.state.oh.us](http://www.sos.state.oh.us)
- Copy of Food Service Operation or Food Establishment License - only if filing for New Retail or Transfer of existing A-1-A, D1, D2, D3, D5, D5A, D5C, D5D, D5F, D5I, D5J, D5L, D5M, D5O or D7 permit(s)
- If applying for an A-2F permit - Confirmation of Agricultural Use Valuation (CAUV) from the county auditor where the grapes, fruit or other agricultural product is grown

NOTE: Applicants may be required to file additional documents other than those listed above.

### ADDITIONAL INFORMATION:

- A sole proprietor and all general partners in a partnership must be U.S. citizens.
- One must be 21 to be a permit holder.
- If filing a Transfer Application, a Renewal Application must be filed and signed by the present permit holder (seller) at least fifteen days before the current permit's expiration date.

Rev. 9/14/2017

FOR TTY USERS DIAL 1-800-750-0750 - EOE/ADA SERVICE PROVIDER

Questions on Status of  
 Application - 614-644-3155  
 General Questions - 614-644-2411  
 Office Hours - 8 a.m. - 5 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/liqr>



**APPLICATION TO MANUFACTURE AND SELL ICE CREAM WITH ALCOHOL**

A-5 PERMIT - Manufacturer of ice cream containing not less than one-half per cent alcohol by volume and not more than six per cent of alcohol by volume, for consumption on premises where manufactured, or in sealed containers for consumption off premises.

**FEE \$1,000.00 PER PLANT with \$100.00 Processing Fee**

Please be advised that any Social Security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the Social Security number to conduct an investigation, implement an enforcement action or collect taxes.

SECTION A Type of Business:  Sole Proprietor (Individual)  Partnership  Corporation  Limited Liability Company (LLC)  Non-Profit

SECTION B  
 Applicant (Individual, Corporation,  
 Limited Liability Company or Partnership):

DBA (doing business as):		Permit Premises Street Address:		
Township (if outside city limits):	City:	ZIP Code:	County:	
Contact Information:				
Name: _____				
Phone #: _____		Business Phone #: _____		
Email Address: _____				
Mailing Address: (Name, Street Address, City, State & ZIP): _____				
Attorney's Name:	Address:		Phone #	
	City, State, & ZIP:			

FOR DIVISION USE ONLY

Data Entry Initials: _____	Class	Receipt #	REMARKS:	REVIEWER ACTION:
Taxing District:			Proc. Fee Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Permit Number:			BCI Fee Amount Paid: \$ _____	
Bus. Type			Class Fee Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO	

1. Does the applicant or any partner, office holder, 5% or more shareholder, managing member, 5% or more member or 5% or more voting interest holder in a limited liability company, spouse, or other person involved in this permit hold or have any interest in another permit business?  YES  NO

If YES, give permit number & address on line provided: \_\_\_\_\_

2a. Has the applicant or any partner, office holder, 5% or more shareholder, managing member, 5% or more member or 5% or more voting interest holder in a limited liability company, spouse, or other person involved in this permit ever been convicted of a felony or misdemeanor, including any alcohol-related offenses?  YES  NO

If YES, attach a written explanation.

2b. Will the spouse of a sole proprietor, partner, office holder, 5% or more shareholder, managing member, 5% or more member or 5% or more voting interest holder in a limited liability company, work on the permit premise?  YES  NO

If YES, submit a personal history background form DLC 4121 for those individuals.

3. Has the applicant or any partner, office holder, 5% or more shareholder, managing member, 5% or more member or 5% or more voting interest holder in a limited liability company, spouse, or other person involved in this permit ever been refused a permit, denied a renewal or had a permit revoked by this Division or the Liquor Control Commission?  YES  NO

If YES, attach a written explanation.

4. Does the applicant own the real estate on which the proposed business will be located?  YES  NO

If NO, submit a signed and dated copy of your lease, or Summary of Tenancy Rights form (DLC 4085).

5. Will the applicant be the sole owner of the business?  YES  NO

If NO, submit documentation of the other persons' interests.

6. Will the applicant be the sole owner of the equipment?  YES  NO

If NO, and the fixtures or equipment are rented, submit signed and dated copy of rental agreement.

7. Will any person, partnership, LLC, or corporation, excluding banks or building and loan associations, have any financial interest, such as money, loans, installment contracts, property or other interest) or share in the profits in your business or your property, real or personal?  YES  NO

If YES, attach a written explanation with details.

8. Does the applicant or any partner, office holder, 5% or more shareholder, managing member, 5% or more member or 5% or more voting interest holder in a limited liability company, spouse, or other person involved in this permit own any stock or have any interest in a retail permit holder or wholesale distributor of alcoholic beverages?  YES  NO

If YES, attach a written explanation.

**DELIBERATE MISREPRESENTATION OF ANY OF THE INFORMATION ON THE APPLICATION CAN RESULT IN THE DIVISION'S REFUSAL TO ISSUE THIS PERMIT.**

NOTE: Permit certificates are issued for a permit period that expires October 1 of each year, and is renewed annually on that date. If a permit is issued after April 1, the applicant will receive a 50% refund of the class fees paid. The \$100.00 application fee is not refundable.

I certify that the information provided on this form is true, correct, and complete to the best of my knowledge and belief, and that I am at least twenty-one (21) years of age.

\_\_\_\_\_  
(Signature of Individual, Partner, Officer, Managing Member, or 5% or more Shareholder or Member)

\_\_\_\_\_  
(Please Print Name) (Title) (Date)

\_\_\_\_\_  
(Address) (City) (State) (ZIP Code) (Area Code & Telephone Number)

NOTE: ALL DOCUMENTS BECOME PART OF THE PERMIT FILE AND WILL NOT BE RETURNED