



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 you understand the steps that are taken after you have submitted your application:

1. The Division logs your application 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 your permit business will be located, (certain retail permit classes only). The legislative authority has the right to object to your application and request a hearing, provided they do so within 30 days of notification, however if requested timely, may be granted one 30-day extension. The Division also notifies the local law enforcement agency as required by law.
3. On certain permit classes, the Division will work with your County Board of Elections to determine the wet/dry status of your proposed permit premises. This does not occur on applications for transfer of ownership.
4. The Division will send the Personal History Background Form(s) you provided to the law enforcement agency in the municipality or township of your permit premises in order to have a separate background check conducted by them.
5. The Division works with the Ohio Bureau of Investigation ("BCI") to have background check conducted on all disclosed persons involved in your business. In order for the Division and BCI to conduct this background check, you are required to provide the Division with the proper documentation and information so that a background check can be performed. Please see DLC 4191 to determine whether you or persons involved in your 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 you to set up an appointment to conduct an initial inspection of your premises. At the time of your inspection, our 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 your permit within 30 days of notification. If the business is not in operation or the premises 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. Your 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 your 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.
All A, B, G, H, or W Class permits renew annually on October 1st.
8. If you have applied for a New Ohio retail permit and it is issued within six months of the expiration date, you will receive a refund of 50% the class fee(s) paid. This does not apply to transfer applications. NOTE: The \$100.00 processing fee is non-refundable. Class permits renew annually on October 1st.

It is our goal to process your application in a timely and efficient manner. Many factors determine the length of time it takes to complete the process of your application, therefore your assistance in providing us with a complete application packet will help us in accomplishing our goal.

Revised 07/28/2016

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



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:

- The Application completed in its entirety and signed by applicant. If it's a transfer application, it must be signed by both buyer and 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 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 (DLC4244). This form MUST accompany the Transfer Application.

ADDITIONAL DOCUMENTS REQUIRED THAT CAN BE FILED DURING THE PROCESSING OF YOUR APPLICATION:

- 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 Work Sheet (DLC 4096), with supporting documents
- If a Corporation - Certificate of Good Standing from the Ohio Secretary of State
- If a nonprofit 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 Secretary of State
 - Ohio Secretary of State: (614) 455-3910 or 1-877-767-3453 – OR 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 - Agricultural Use Valuation (CAUV) from the county auditor where the grapes, fruit or other agricultural product is grown.

NOTE: You 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
- You 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. 7/18/2016



APPLICATION FOR MANUFACTURER, PUB, OR WAREHOUSE (WITH OPTION FOR D6) PERMIT

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.

CHECK CLASSES APPLIED FOR: Class and Fee

A-1 \$3,906.00 - Manufacturer of Beer with annual production volume wherever produced of more than 31 million gallons

A-1-A \$3,906.00 - Sale of Beer and Intoxicating liquor on an A-1, A-1c, A-2, A-2f or A-3a premises

A-1c \$1,000.00 - Manufacturer of Beer with annual production volume wherever produced of 31 million gallons or less

A-2 \$76.00 - Manufacturer of Wine from agricultural products grown on land devoted to agricultural use and owned by the manufacturer

A-2f \$76.00 - Manufacturer of Wine, from grapes, fruits, or other agricultural products for agricultural use (Ohio farm winery)

A-3 \$3,906.00 - Manufacturer of alcohol and spirituous liquor, or importer of alcohol

*If the plant's annual production capacity is less than 500 wine barrels of 50 gallons each, the FEE is \$2.00 per barrel.
 Estimated Annual production _____ (wine barrels) x \$2.00 = \$ _____ is the A-3 Permit fee.

A-3a Variable Fee - Manufacturer of less than 100,000 gallons of spirituous liquor. The class fee is based upon the estimated first year production of \$2.00 per 50 gallon barrel.
 Estimated annual production _____ (50 gallon each) x \$2.00 = \$ _____ is the A-3a Permit Fee.

A-4 \$3,906.00 - Manufacturer of prepared mixed beverages or solids and confections.

B-2a \$25.00 - Sale of wine to retail permit holders (With A-2, A-2f, or S-5 only)

D-6 \$500.00 - Sunday Sales (With A-1-A, A-2, A-2f, or A-3a only)

S \$25.00 - Sale of beer or wine via mail order to a personal consumer (With A-2, A-2f, S-1 or S-5 only)

W \$1,563.00 - Manufacturer or supplier to store beer or intoxicating liquor for sale to B permit holders, or customers outside this state.

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:
	State:		

Contact Information: Name: _____

Phone #: _____ Business Phone #: _____

Email Address: _____

Mailing Address: (Name, Street Address, City & Zip): _____

Attorney's Name:	Address: City, State, & Zip:	Phone #
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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: \$ _____	
Type of Transfer:	Bus. Type		Class Fee Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION C: (Complete if applicant is a manufacturer applying for a B-2a or S permit)

1. Is the Manufacturer of wine entitled to a tax credit under 27 C.F.R. 24.278? YES NO
2. Does the manufacturer of wine produce less than 250,000 gallons of wine per year? YES NO

SECTION D:

1. Do you 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. Have you 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? If YES, attach a written explanation. YES NO
- 2b. Will the spouse of a sole proprietor, partner, office holder, 5% or more shareholder, managing member, 5% or more member or 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. Have you 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. Do you 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. Do you 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: Your permit certificate is issued for a permit period that expires October 1st each year and is renewed annually on that date. If your permit is issued after April 1st, you 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 Stockholder 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