



CHECKLIST/INSTRUCTIONS - ALCOHOL

DEFINITIONS:

[LVMC 6.50 - LIQUOR CONTROL](#)

LVMC 6.50.280 - No person shall engage in the business of selling alcoholic beverages, advertise the same or permit the consumption of alcoholic beverages on the premises of any business establishment without first obtaining and thereafter maintaining a valid unexpired alcoholic beverage license.

Alcoholic Beverage - includes alcohol, spirits, liquor, wine and beer, and every liquid or solid which contains alcohol, spirits, liquor, wine or beer and which contains one-half of one percent or more of alcohol by volume; and which is fit for beverage purposes, either alone or when diluted, mixed or combined with other substances. **See [LVMC 6.50.020](#) for more detailed information.**

Sale/Sell - means, for compensation or any other private or public business purpose at a commercial location, to sell, serve, give away, or distribute; or to cause or permit to be sold, served, given away or distributed or to possess with the intent to sell, serve, permit consumption, give away or distribute; or to solicit or receive orders to sell, serve, give away or distribute.

National American Industry Classification System (NAICS Code): 312130, 312140

REQUIRED DOCUMENTS:

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional - (Form #PL200)
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Entertainment Verification Form](#) (Form #PL203) for these categories: Beer/Wine/Cooler On-Sale (L09), Non-Profit Club General On-Sale (L13), Tavern (L16), Restaurant Service Bar (L19), Supper Club (L21) and Banquet or Event Establishment with Alcohol (L28)

Corporations:

- Most recent Financial Statements
- List of stockholders holding more than 10% and/or involved in the day-to-day operation
- List of officers and directors as filed with the Secretary of State
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Articles of Incorporation
- Organizational chart of related companies (if applicable)

NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e., the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type.

Trusts:

- Complete Trust Agreement and Amendments
- List of all Trustees
- Organizational chart of related companies (if applicable)

Limited Liability Companies (LLC):

- Articles of Organization
- Operating Agreement (must include management and membership percentage details)
- List of members and contributions if not included in Operating Agreement
- Organizational chart of related companies (if applicable)

Partnerships:

- Partnership Agreement
- List of Partners if not in the Agreement
- Organizational chart of related companies (if applicable)

Limited Partnerships:

- Partnership Agreement
- List of Partners and contributions
- Organizational chart of related companies (if applicable)

Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be completely filled out and typed or printed in INK or application will not be accepted):

- [Personal History Form](#) (Form #PL125)
- U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- One (1) current photo of head and shoulders, passport size--approximately 2" x 2" (**Must be less than 6 months old**)
- Driver's License or State-issued Identification Card

If born **IN** the United States or abroad to U.S. citizens, provide one of the following:

- Certified copy of Birth Certificate
- Copy of Certification of Birth Abroad

If born **OUTSIDE** the United States or abroad to U.S. citizens, provide one of the following:

- Naturalization Certification
- Copy of Permanent Resident Card
- Employment Authorization Card

OTHER REQUIRED DOCUMENTS:

- Filed stamped copy of Certificate of Business Fictitious Firm Name
- Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application)
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)
- Leased Location:** Properly executed Lease Agreement or proof of property ownership (applicant must be listed along with authorized alcohol activity detail.) May be contingent on approval of license. Tenant name on the Lease must match the name or owner's names on the application.
- Owned Property:** Escrow Instructions or copy of Assessor's record

For Change of Ownership on an existing business:

- Purchase and Sale Agreement or Escrow Instructions signed by all parties
- [Transfer of Business License](#) (Form # PL201), if purchasing an existing liquor license

Floor Plan (On-Sale): The floor plan must depict the actual seating and barrier set up for all "on-site" alcohol establishments (L01, L09, L13, L16, L19, L21, L25, L28, L30, L38, L41, L42, L43). This means the floor plan must have the actual barrier and seating count on for dining rooms, lounges and bar stools and outdoor dining seating areas, if applicable. The floor plan must indicate areas that will only allow access to patrons 21 years and older.

Floor Plan (Off-Sale): The floor plan must depict the overall general square footage, the general retail areas and square footage and the designated alcohol display areas with square footage for all "off-site" alcohol establishments (L10, L15).

- Menu: All alcohol establishments with restaurants (food services) must provide a complete copy of the food menu.
- Participation Agreement (Gaming)
- [Drug Acknowledgement Statement](#) (Form # PL108), if applicable
- If requesting a Temporary License and have **NOT** resided in the Las Vegas area for the past two (2) years, a police letter from your previous jurisdiction is required.
- Special Use Permit (SUP)
- Health Permit/Health Card
- Alcohol Awareness Card - for all employees handling alcohol
- Work Card: Required of the following employees (See [LVMC 6.50.440](#)). Principal or Key Employee does not need a Work Card
 - Managers, other than those who are investigated as key employees, at both off-sale and on-sale establishments
 - Any employee who pours or serves alcoholic beverages for on premises consumption
 - Any employee who accepts payment for the sale or delivery of alcoholic beverages for off premise consumption.
- [Employee Listing](#) (Form # PL202)

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- Initial Processing Fee: \$100.00
- License and Origination Fee: based on license category
- Temporary License Request (optional): \$500.00
- Waiver Request Fee (if applicable): \$100.00 per person

LVMPD Suitability Fees:

- \$150.00 per person being investigated
- \$200.00 per privilege license

Notary Fees:

- If your items need to be notarized, a license technician can assist you with this during your appointment for an additional \$5.00 per signature.

GENERAL INFORMATION

- Employees and patrons must be 21 years of age. **EXCEPTION:** may be 16 to handle (only) beer, wine and coolers at an off-sale licensed business when supervised by someone 21 years of age or older.
- Strict late payment, penalties and revocation.
- License may be bought and sold. See [LVMC 6.50.390](#)
- Duties of Licensee:
 - List of employees by name and work card numbers and expiration dates
 - All liquor employees must have Alcohol Awareness Card
 - No sales to a person under 21, to any person who is intoxicated
 - No sales by drive-in or walk-up window, door or other opening
 - No sales at any place where a person under 21 is present, unless they are continuously accompanied by a parent or legal guardian
 - Entertainment is required to be approved by the Director
 - The licensee must commence operation of the business within thirty (30) days after the license has been issued

***** IMPORTANT *****

Applications are taken by appointment only, Monday through Thursday.

Call (702) 229-1840 for appointment.

If you are more than 15 minutes late, your appointment will be cancelled.

Incomplete applications will not be accepted and your appointment will be cancelled.

You will need to call back to reschedule.

Return this Checklist with the original application packet PLUS a copy of the original application packet in the following order:

- Ownership/Officer/Corporate Information Form
- Legal Representation Letter, if applicable
- City of Las Vegas Business License Application
- Request for Temporary License
- Personal History Questionnaire
- Authorization to Release Information
- Birth Certificate, Driver's License, Passport, DD214, Certificate of Naturalization, Permanent Resident Card, Employment Authorization Card
- One (1) current photo of head and shoulders, passport size - approximately 2" x 2" (must be less than 30 days old)
- Work Card, Health Card, Alcohol Awareness Card, if applicable
- Work Card - Fingerprint Application
- Personal Bank Statements, if applicable
- Personal Tax Returns, if applicable
- Alcohol Owner/Management Acknowledgement Notice
- Responsible Party Acknowledgement Notice
- Entertainment Verification Form
- Any license specific Acknowledgements or Addendums (Medical Marijuana, Smoke Shops-Drug Paraphernalia Addendum, etc.)
- Waiver Request(s)
- Privilege License Financial Questionnaire, if applicable
- Business Bank Statements
- Business Tax Returns
- Group together documents as listed on your Checklist/Instructions for Corporations; Trusts; LLC's; Partnerships; Limited Partnerships
- Secretary of State documents; Nevada State Business Registration; Business Fictitious Firm Name; Nevada Sales/Use Tax Permit (proof of application)
- Lease Agreement or proof of property ownership
- Purchase/Sale Agreement
- Transfer of Business License
- Floor Plan
- Participation Agreement (Gaming)
- Special Use Permit
- Employee Listing

If we make any copies, you will be charged \$1.00 per page.

Notary services are also offered in our office for a fee.