



# Administrative Services Department

## NEW LIQUOR LICENSE APPLICATIONS IN BOULDER COUNTY

The purpose of this document is to provide general information on the application process for a new liquor license in Boulder County. The following documents are required:

1. Colorado Liquor Retail License Application form DR8404
2. Individual History Record form DR8404-I
  - a. IHR form is required for each individual applicant, all general partners of a partnership, all limited partners owning 10% (or more) of a partnership, all officers and directors of a corporation, all stockholders of a corporation owning 10% (or more) of the stock of such corporation, all limited liability company Managing Members, or other limited liability company members with a 10% (or more) ownership interest in such company
  - b. IHR form is also required for registered manager of a Hotel and Restaurant, Tavern, or Lodging and Entertainment license
3. Financial documents
  - a. Purchase agreement, stock transfer agreement, and/or authorization to transfer license
  - b. List of all notes and loans
4. Diagram of the premises
5. Proof of property possession (deed, lease, or other agreement)
6. Application and licensing fees (see “Fee Schedule” on Boulder County Liquor Licensing website)
7. Completed Sample Petition (see “Sample Petition” on Boulder County Liquor Licensing website)
8. Fingerprints
  - a. Required for all individuals submitting an Individual History Record
  - b. Boulder County Liquor Licensing Clerk will provide further instructions for fingerprinting when the new liquor license application is submitted.
9. Application materials must be printed on single-sided paper

On the premise diagram, please outline the area to be licensed in bold black. Note entrances and exits, bar areas, seating areas, kitchens, restrooms, liquor storage areas and onsite location of book and records. If there are any outdoor patios or decks, also note how that area is controlled, such as fencing, stone wall, etc.

Please enclose two checks, one to the Colorado Department of Revenue for the state fee, and one to Boulder County Treasurer for the county fee. Additional fees are required for each person submitting an Individual History Record and fingerprint card (see “Fee Schedule” on Boulder County Liquor Licensing website).

The Liquor Authority has the duty and authority to consider the reasonable requirements of the neighborhood and the desires of the inhabitants. Please enclose the following information:

1. Defined neighborhood: Information describing the boundaries of the neighborhood which the liquor license will serve. This can be established with a specific radius around the proposed premises, streets or highways as boundaries, or any other method as long as the boundaries are easily identified and define a specific area.
2. Sample petition: Blank petition form which will be used to collect signatures after liquor license application is submitted.
3. Completed petition: Signed petition must be submitted at least ten days prior to the public hearing. Each page of the petition shall contain the full wording of the petition. These petitions are used as evidence of the reasonable requirement and desire of the adult inhabitants for a new liquor license in the defined neighborhood. All signers must be at least 21 years old. The Licensing Clerk will check each signature to verify the address is located within the defined neighborhood. No fixed number of signatures is required, but signatures should reflect a reasonable percentage of the population within the defined neighborhood. The County Land Use Department (303-441-3930, ask for Planner on Call) can assist with general population figures if needed.
4. List of liquor licenses in defined neighborhood: Submit the name, address, license number, and license class of any other liquor licenses in the defined neighborhood. The Licensing Clerk can assist with this information if needed.

After a complete liquor license application is received, it will be processed by the Licensing Clerk who may request additional information. Referrals will be made to the county's Zoning, Building, Public Health, and Sheriff's Departments. Fingerprints will be submitted to Colorado Bureau of Investigation and Federal Bureau of Investigation to conduct a background check. After review and referrals, the application will be forwarded to the County Attorney who may request additional information or clarification. After a complete application is received, it will take a minimum of six weeks to process the application prior to scheduling a public hearing.

Once the public hearing is scheduled, the premises to be licensed will be posted for at least ten days with date and location of the hearing and contact information for written comments. The public hearing notice will also be published in the newspaper at least ten days prior to the hearing.

The public hearing is held before the Liquor Authority and will be recorded. The Liquor Authority may ask questions regarding the planned establishment and application. The applicant may wish to have residents, business owners, or others available to testify in support of the application. Individuals opposed to the application may also speak at this time. If the application is approved by the Liquor Authority, it is then sent to the state for a final determination on the application.

CONTACT INFORMATION:           Liquor Licensing Clerk  
[Liquorlicensing@bouldercounty.org](mailto:Liquorlicensing@bouldercounty.org)  
303-441-3829  
1325 Pearl Street, Boulder, CO 80302  
P.O. Box 471, Boulder, CO 80306  
Hours: 8:00 a.m. - 4:00 p.m. M-F