



Administrative Services Department

TRANSFER OF AN EXISTING LIQUOR LICENSE IN BOULDER COUNTY

The purpose of this document is to provide general information on the application process for transferring a 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 (if applicable)
 - b. List of all notes and loans
4. Diagram of the premises
5. Proof of property possession
 - a. Deed, lease, or other agreement
6. Wholesaler Affidavit of Compliance form DR8004
7. Temporary Liquor License Application (if applicable)
8. Application and licensing fees
 - a. See "Fee Schedule" on Boulder County Liquor Licensing website
9. 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 Transfer application is submitted
10. 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 note that the transfer application only applies to the existing licensed premises. If the applicant plans to modify the premises, the transfer application must also include an application for a permanent modification. Please contact the Licensing Clerk for more information.

Please enclose two checks, one to the Colorado Department of Revenue for the state fees, and one to Boulder County Treasurer for the county fees. Additional fees are required for

each person submitting an Individual History Record and fingerprint card (see “Fee Schedule” on Boulder County Liquor Licensing website).

If the applicant would like to continue operating the liquor license while the transfer application is pending, the transfer application must include an Application for a Temporary Liquor License.

After a complete transfer application is received, it will be processed by the Licensing Clerk who may request additional information. Referrals will be made to the Boulder County Sheriff’s Office. 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. It will take a minimum of six weeks to process the transfer application. The existing liquor license must be valid at the time the transfer application is filed with the Licensing Clerk.

After a complete application is received, the Liquor Authority will determine whether a public hearing is needed. If a 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.

Public hearings are held before the Liquor Authority and are recorded. During the hearing, the Liquor Authority may ask questions regarding the transfer 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
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