



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.

*** IMPORTANT ***

Applications are taken by appointment only, Monday through Thursday.

To make an appointment, call (702) 229-1840.

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

Incomplete applications will not be accepted.

REQUIRED FORMS

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional - (Form #PL200), not eligible for licenses that require state approval
 - 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.
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding (e.g. bank statements, tax returns)
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Drug Acknowledgement Statement](#) (Form # PL108), only applicable if selling tobacco or related items
- [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)

FOR CHANGE OF OWNERSHIP ON AN EXISTING BUSINESS (In addition to all other required documentation)

- Purchase and Sale Agreement or Escrow Instructions signed by all parties
- [Transfer of Business License](#) (Form # PL201), if purchasing an existing liquor license. Must be signed by the seller that has met suitability.

OWNERSHIP DOCUMENTS

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

Corporations:

- Meeting minutes or secretary certificates detailing current officers, directors, and shareholders
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Legal document listing stockholders holding more than 10% and/or involved in the day-to-day operation
- Organizational chart of related companies (if applicable)
- If none of the above are available, a notarized affidavit which details shareholders with ownership percentage and officers will be accepted

Limited Liability Companies (LLC):

- Operating Agreement (must include management and membership percentage details)
- Organizational chart of related companies (if applicable)
- If none of the above are available, a notarized affidavit which details managers and members with ownership percentage will be accepted

Partnerships and Limited Partnerships:

- Partnership Agreement
- Organizational chart of related companies (if applicable)
- If a partnership agreement is not available, a notarized affidavit which details the list of partners with ownership percentage will be accepted

SUITABILITY PACKAGE

Suitability package is required for each "Principal" as defined by LVMC 6.02.010 unless they are eligible for a waiver. All hand written forms must be in black ink and in block lettering. Illegible applications 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

Suitability Waiver

- [Principal Waiver General Guideline](#)
- [Waiver of Suitability Request](#) (Form #PL225)
- Driver's License or State-issued Identification Card

ALCOHOL SECURITY PLAN

- Security Plan:** A statement and floor plan that describes security measures that will be taken to control the alcohol and maintain public safety. This statement should include the following, as applicable: who will provide security and the number of security guards on duty; identification of who will conduct the age verification checks and where they will be conducted; security screening measures (pat downs, wands, metal detectors, etc.); identification of roaming security if they are not identified on the site plan; the frequency of parking lot/bathroom security checks; acknowledgement that alcohol will not be brought into, or leave the licensed premises.

- 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 include wording for signage.

[No One Under 21 Allowed Beyond This Point \(English 8.5 x 11\)](#)

- 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)

OTHER REQUIRED DOCUMENTS:

- Filed stamped copy of Certificate of Business Fictitious Firm Name
- Nevada Secretary of State Registration Certificate or Notice of Business Exemption
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)

- Leased Location:** Properly executed Lease Agreement. Authorized privilege business activity must be included in the use of the premise. Tenant name on the Lease must match the legal entity name used on the business license application. May be contingent on approval of license.

- Owned Property:** Escrow Instructions or copy of Assessor's record

- Menu: All alcohol establishments with restaurants (food services) must provide a complete copy of the food menu.

- Participation Agreement (Gaming)

- Special Use Permit (SUP) approval from the Planning Department. Contact a Planner for more information at 702-229-6301.

- Health Permit/Health Card

- Alcohol Awareness Card (for all employees handling alcohol)

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:

- Investigation Fee: \$150.00
- Financial Investigation Fee: \$200.00 per privilege application

Other Fees:

- If your items need to be notarized, this service can be provided during your appointment for an additional \$5.00 per signature.
- If we make any copies, you will be charged \$1.00 per page