



ANNUAL LIQUOR LICENSE RENEWAL CHECKLIST

 Name of Business _____ Lic. Exp. Date _____ Date Received

Email Address _____

1. _____ Registered Manager: _____
2. _____ **Name designated T.I.P.S. Certified staff person** _____
 Expiration Date: _____
3. _____ Form **DR8400** (State of Colorado sends this out, if you have not received it yet go to www.colorado.gov Click on Search and type in DR 8400 for the state renewal form)
4. _____ Copy of Most Current Certificate of Good Standing (Must be within 2 years)
 Date filed _____ Form can be found at www.sos.state.co.us Businesses, trademarks and trade names.
 Change of Managers/Owners/Officers/Board Members? Yes _____ No _____
 ➤ If answered yes then you must also fill out a Change in Manager form and pay the associated fees
5. _____ Affidavit of Possession of Premises
 No Change in Premises and 25% of gross income from food
6. _____ Inspection Reports: Done by Town Clerk
 Police _____ Police Dept.
 Fire _____ Fire Dept.
 Health _____ Environmental Health
7. _____ The Town Finance Departments has verified "no taxes owing" on this Application (The Clerk will do this)

See attached Fee Schedule for Colorado Department of Revenue
 and Town of Snowmass Village payments due

Return all forms and payments to the Town of
 Snowmass Clerks Office