INSTRUCTIONS FOR BED & BREAKFAST PERMIT APPLICATION

Pursuant to 12-47-410, C.R.S., Applicant hereby states that it qualifies for a Bed and Breakfast Permit to serve complimentary alcoholic beverages, and does certify to the State Licensing Authority:

That it has **no more than 20** sleeping rooms, and
That it provides at least **1 meal per day at no charge** other than for overnight lodging; and
That it does not sell alcoholic beverages by the drink or in sealed containers, and
That it shall not serve alcoholic beverages **for more than 4 hours in any one day**.

APPLICATION FEE - There is an application fee of **$50.00 made payable to the Department of Revenue** and **$50.00 made payable to Jefferson County**. Both checks should be submitted at the time of application.

FINGERPRINTING must be done at the time you submit the PERMIT APPLICATION. All applicants must complete the **FINGERPRINT APPLICATION** and bring it to the Sheriff's Department for fingerprinting and photo. Other arrangements can be made for persons outside the metro area.

ENCLOSED ARE THE FOLLOWING FORMS:

1. Permit Application & Report of Changes **(DR8442)**
2. School Affidavit
3. Financial Questionnaire - Each person needs to fill out one individual questionnaire apiece and then all fill out one business form together
4. Reference Sheet (Copy as needed)
5. Individual History Record **(DR8404-I)** (Copy as needed)
6. Fingerprint Application
7. Authority to Release Information **(Must sign the ORIGINAL, DO NOT COPY)**

WE WILL ALSO NEED THE FOLLOWING DOCUMENTS:

1. Lease/Deed or Proof of Possession of the Property
2. Map (8 1/2 X 11 diagram) of floor plan outlining licensed premise, including location of all fixed equipment, all places for storage, sale and display of liquor, all exits and entrances and parking areas. The premises shall be outlined in a contrasting color and all storage space in a different color. An area map showing the proposed outlet outlined in a contrasting color.

CORPORATE DOCUMENTS (IF APPLICABLE)

1. Articles of Incorporation (Date stamped by the State) or Certificate of Good Standing
2. Minutes of Meeting electing current officers certified by the Secretary of the corporation
3. By-Laws and Corporate Seal (if applicable)
4. Stock certificates (100% of stock issued - copies of front and back) certified by the Secretary of the corporation that there are no other stockholders of record

Submit these forms to the Clerk to the Board's Office, Liquor Licensing or mail them to:

JEFFERSON COUNTY GOVERNMENT CENTER
LIQUOR LICENSING
100 JEFFERSON COUNTY PARKWAY
GOLDEN, CO 80419-2560

If a hearing is required, you will be notified. Questions? Please call our office at 271-8166 or 271-8167.