

**REQUEST TO CHANGE, ALTER OR MODIFY PREMISES
OR ADDITION OF OPTIONAL PREMISES TO EXISTING
HOTEL/RESTAURANT LICENSE**

WHAT QUALIFIES (REG. 47-106.2)

*Any increase or decrease in total size or capacity of licensed premises.

*Sealing off, creation or relocation of ingress/egress points from public thoroughfares, streets, parking lots, etc.

*Relocation, additions/deletions of any bars.

*Any change that materially alters use of the premises from the initial application.

WHAT YOU WILL NEED:

1. STATE APPLICATION (DR8442) TO CHANGE, ALTER OR MODIFY THE PREMISES. BE SURE ALL SECTIONS ARE FILLED OUT AND THE BACK OF THE FORM IS SIGNED.
2. LETTER OF PERMISSION FROM THE LANDLORD/OWNER AUTHORIZING THE MODIFICATION AND STATING THAT THE CURRENT LEASE IS STILL IN EFFECT.
3. DRAWINGS (8 X 10) OF THE PREMISES AS CURRENTLY LICENSED WITH LICENSED PREMISES OUTLINED AND LIQUOR STORAGE OUTLINED IN A DIFFERENT COLOR.
DRAWINGS WITH **EXACT DIMENSIONS** OF THE PREMISES AS PROPOSED TO BE LICENSED WITH LICENSED PREMISES OUTLINED AND LIQUOR STORAGE OUTLINED IN A DIFFERENT COLOR WITH PARKING SPACES OUTLINED.
For a patio we need the height of the fence, the composition of materials used and how you will control the alcohol usage.
4. DETAILED LETTER FROM APPLICANT IDENTIFYING PROPOSED CHANGES
5. STATE FEE OF \$150.00
6. SCHOOL AFFIDAVIT

A SIGN MUST BE POSTED FOR 10 DAYS NOTIFYING THE PUBLIC OF THE PROPOSED CHANGES.

THIS IS APPROXIMATELY A 2 MONTH PROCESS

ANY QUESTIONS CALL 303.271-8166 OR 271-8167.