

Alcohol licenses are due in the Business License office  
**thirty (30) days prior to the expiration date**  
to avoid the assessment of penalties per Section 6.08.160.

**6.08.150 Renewal Procedures - Forfeiture Conditions:**

A. Time For Filing Application: **All applications to renew licenses shall be filed by the holders of existing licenses with the City license office at least thirty (30) days prior to the expiration date of the then-issued license.** To avoid late fees and charges as provided by Section 6.08.160 of this Chapter, or its successor, the renewal applications shall state whether or not the business is presently operating and, if not, the date when it ceased daily operation, together with such other information as the license office shall reasonably require to verify or determine the status of such business. **Any person who fails to file such application with the required fees within thirty (30) days after the expiration date of a license shall terminate such person's sale of alcohol on the thirty first day after such expiration,** and shall keep the premises closed for the sale of alcohol until the date a new license is issued by order of the Mayor or the Mayor's designee.

**Section 6.08.160 Late Filing For Renewal - Penalty:**

If any application, notice or petition for **renewal is not filed at least thirty (30) days prior to the expiration of the current license but is filed prior to the expiration of the license, the applicant shall pay a penalty equal to fifty percent (50%) of the license fee. If the application, notice or petition is filed within thirty (30) days after the expiration of the license, a penalty equal to one hundred percent (100%) of the license fee shall be paid.** Upon failure to file a timely application, notice or petition required by this Chapter on or before the thirtieth day **after the expiration of the current license, the license shall be void on the thirty first day after the expiration date.** No business may be conducted thereafter unless and until the Mayor, or the Mayor's designee, approves an application, notice or petition for renewal of a license or for a new license.

Complete each page of the application in full (typed or in *ink*) **do not use pencil, white out, or cross out information.** Incomplete or illegible application will not be processed and will cause penalties and/or delay in the issuance of your beer/liquor consumption license.

Indicate the class of beer license you are applying for.

The application requires the notarized signature of the Business Applicant and manager.

All owners, local officers, directors, operators, and managers must complete the application questionnaire and the "Waiver of Confidentiality of Records". Out of State owners, officers, and/or directors may fill out the addendum.

All areas must be completed or an explanation why the information was not provided.

List all convictions, current and/or pending, if any. If in doubt list the offense. You can obtain a printout from Bureau of Criminal Investigations, located at 4501 South 2700 West, 2nd floor, telephone number 965-4446.

**If you have any questions please call the business license office, 535-6644.**

**To avoid late penalties,  
read the enclosed information.  
There has been a change in the ordinance.**