



NEW LIQUOR APPLICATION CHECKLIST

To acquire a new liquor license at an unlicensed location, an entity must complete a new application packet. An application for a new liquor license takes approximately **4-6 months** to process, therefore it is recommended that applications are filed in a timely manner to avoid delays.

To ease the process and ensure prompt and efficient processing, we recommend contacting the Clerk's Office by emailing cityclerk@broomfield.org or calling 303-438-6332 to schedule an appointment to review the completed application before final submission. This is optional but we have found it to be incredibly helpful for both our office and the applicant. If you would like to forgo this opportunity, let the Clerk's Office know at the contact information above so we can make a note on your file. Once the application is deemed complete by the Clerk's Office, the application will go before the [Local Licensing Authority](#) for approval.

The following documents must be submitted for a license to be issued:

	Colorado Department of Revenue Liquor Retail License Application
	Colorado Department of Revenue Individual History Record - Applies to: 1. Any person owning 10% or more of the outstanding or issued capital stock, or persons holding a 10% or more membership interest 2. Operating Managers
	Fingerprinting
	Control plan identifying how alcohol will be controlled on the premise, including but not limited to information regarding locked alcohol storage, signage, and training of employees
	Brief description of the business including tentative opening date
	Required Fees to the City and County of Broomfield and the Colorado Department of Revenue
	Sales Tax application

If you have any questions regarding a new application, please call the Clerk's Office at 303-438-6332 or email cityclerk@broomfield.org.