

**Transfer of Ownership Application Checklist**

<input type="checkbox"/>	Complete <a href="#">Affidavit of Transfer</a>
<input type="checkbox"/>	Complete Colorado License Application (DR 8403 or DR 8404) <b>and all required documents listed on page 2.</b> <a href="http://www.colorado.gov/pacific/enforcement/liquor-forms">Colorado Liquor Forms - www.colorado.gov/pacific/enforcement/liquor-forms</a>
<input type="checkbox"/>	Schedule fingerprinting appointment for each person completing an Individual History Record (DR 8404-I) and <i>include receipt with application.</i> <ul style="list-style-type: none"> <li>• <b>Colorado Fingerprinting at <a href="http://coloradofingerprinting.com">coloradofingerprinting.com</a></b> <i>Create account and select "LIQUOR LIC – LOCAL PD SO 12-47-307" and Use CBI Code "6359LLQH" for City of Grand Junction City Clerk</i></li> <li>• <b>IdentoGO at <a href="http://uenroll.identogo.com">uenroll.identogo.com</a></b> <i>and use Service Code "25YQ6K" and CBI Account Number CONCJ6359</i></li> </ul>
<input type="checkbox"/>	Apply for City Sales Tax License (250 N 5 <sup>th</sup> St, 970.244.1521, <a href="mailto:gjsalestax@gjcity.org">gjsalestax@gjcity.org</a> ).
<input type="checkbox"/>	Obtain letter from City Community Development (250 N 5 <sup>th</sup> St, 970.244.1430, <a href="mailto:comdev@gjcity.org">comdev@gjcity.org</a> ) stating alcohol sale/service is an allowed use for the proposed location <b>or</b> apply for a Conditional Use Permit.
<input type="checkbox"/>	Complete and include <a href="#">Persigo Food Service Pretreatment Application</a> and Fee if any type of food service is required or will be available.
<input type="checkbox"/>	Complete <a href="#">Temporary Permit Application</a> if desired and include Fee.
<input type="checkbox"/>	Send a Wholesaler Affidavit of Compliance (DR 8004) to all wholesalers from which the licensee purchased alcohol. Return completed affidavits with the application.
<input type="checkbox"/>	Include State and City Fees - Please refer to "Attachment A" for City fees.
<input type="checkbox"/>	Contact Mesa County Health Department (510 29 ½ Rd, 970.248.6900, <a href="mailto:healthinfo@mesacounty.us">healthinfo@mesacounty.us</a> ) for applicable food requirements or application of transfer.
<input type="checkbox"/>	Include Hours of Operation for food <i>and</i> alcohol service. Please refer to Liquor Code 44-3-901(6)(b).
<input type="checkbox"/>	Include Menu, if applicable.
<input type="checkbox"/>	Schedule application review appointment once completed, 970.244.1509. Appointment Date/Time: _____

**Items to be Reviewed during Appointment**

- Temporary Permit (if applicable)
- Notice of Hearing/Affidavit of Posting
- Local Licensing Authority Hearing

The applicant or representative must be present at the hearing. The Local Licensing Authority generally meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month in the Municipal Hearing Room (250 North 5<sup>th</sup> Street) at 2:00 p.m.

Once the Authority approves the application, it will be mailed to the Colorado Department of Revenue - Liquor Licensing Division for processing. The State review and approval process may take 2-3 months. Upon State approval, the license is typically mailed to our office. The City of Grand Junction license will then be prepared and both licenses will be issued once all inspections are completed and occupational tax is collected. **A certificate of occupancy may be required before a license can be issued.**

**City Application and License Fees**

Application	New	\$ 1,000.00
	Transfer of Ownership	\$ 750.00
License	Arts	\$ 41.25
	Beer/Wine	\$ 48.75
	Brew Pub	\$ 75.00
	Campus Liquor Complex	\$ 75.00
	-Each Related Facility	\$ 15.00
	Club	\$ 41.25
	Fermented Malt Beverage	\$ 3.75
	Hotel/Restaurant	\$ 75.00
	-Each Optional Premises	0
	Liquor Licensed Drug Store	\$ 22.50
	-Tasting Permit	\$ 100.00
	Lodging/Entertainment	\$ 75.00
	Retail Liquor Store	\$ 22.50
	-Tasting Permit	\$ 100.00
	Tavern	\$ 75.00
Other	New Manager	\$ 75.00

**City Occupational Tax\***

Arts	\$ 150.00
Beer/Wine	\$ 300.00
Brew Pub	\$ 300.00
Campus Liquor Complex**	\$ 300.00
Club	\$ 150.00
Distillery Pub	\$ 300.00
Fermented Malt Beverage – On/Off Premises	\$ 100.00
Hotel/Restaurant**	\$ 300.00
Liquor Licensed Drug Store	\$ 300.00
Lodging/Entertainment	\$ 300.00
Racetrack	\$ 300.00
Retail Liquor Store	\$ 300.00
Retail Sales Room	\$ 300.00
Tavern	\$ 500.00

\*Amount is pro-rated based on license issue date.

\*\*Amount may vary with Optional Premises/Related Facility.