ANNUAL LIQUOR LICENSE RENEWAL CHECKLIST

_____ _____ _____
Name of Business Lic. Exp. Date Date Received

Email Address_____

1. _____Registered Manager: _____

2. _____ **Name designated T.I.P.S. Certified staff person**_____
Expiration Date:_____

3. _____ Form **DR8400** (State of Colorado sends this out, if you have not received it yet go to www.colorado.gov Click on Search and type in DR 8400 for the state renewal form)

4. _____ State Tax Check Authorization, Waiver & Request to Release Information form
https://www.colorado.gov/pacific/sites/default/files/DR8495.pdf

5. _____ Copy of Most Current Certificate of Good Standing (Must be within 2 years)
Date filed_____ Form can be found at www.sos.state.co.us Businesses, trademarks and trade names.
Change of Managers/Owners/Officers/Board Members? Yes_____ No_____
   - If answered yes then you must also fill out a Change in Manager form and pay the associated fees

6. _____ Affidavit of Possession of Premises
No Change in Premises and 25% of gross income from food

7. _____ Inspection Reports: Done by Town Clerk
Police _____Police Dept.
Fire _____Fire Dept.
Health _____Environmental Health

8. _____The Town Finance Departments has verified "no taxes owing" on this Application (The Clerk will do this

See attached schedule for fees dues. Payments now can be made Online:

Payments to Colorado Department of Revenue go to: https://secure.colorado.gov/payment/liquor
Payments to the Town of Snowmass go to: https://tosv.com/325/Online-Bill-Pay Liquor License fee

Email all forms in one email to the Town of Snowmass Village rcoxon@tosv.com