



Town of Buena Vista
Post Office Box 2002
Buena Vista, Colorado 81211
Phone: (719) 395-8643 ext. 1017
Fax: (719) 395-8644

Town of Buena Vista New or Transfer Liquor License Application Checklist

FEES

- _____ State DOR application fee **\$550.00** and license fee of \$_____ (\$650.00 for Concurrent Review)
- _____ Town of BV application fee for new license **\$1,000.00** and license fee of \$_____
- _____ Town of BV application fee for transfer of liquor license **\$750.00** and license fee of \$_____
- _____ Town of BV Fingerprint/Background Investigation fee of \$50.00 per person
Officers, Directors, General Partners, Managing Members & Manager - Printing is done by the Town of Leadville, Colorado Fingerprinting, or IdentoGO, contact the Buena Vista Town Clerk for additional details.
- _____ Fingerprint card processing - business check or money order payable to the Colorado Bureau of Investigation (CBI) **\$38.50**
- _____ Manager Registration Fee of \$75.00* payable to DOR for Hotel & Restaurant and Tavern
*(*Not applicable if owner is manager)*

DOCUMENTS

- _____ State Application DR 8404 for Retail License or DR 8403 for Fermented Malt Beverage
- _____ State Individual History Records Form DR 8404-I for all applicable parties
- _____ Fingerprints for Officers, Directors, General Partners, Managing Members & Manager
Printing is done by the Town of Leadville, Colorado Fingerprinting, or IdentoGo contact the Buena Vista Town Clerk for additional details.
- _____ Diagram of premises with dimensions – Kitchen must be clearly marked along with exterior areas and control measures. *(Diagram should be no larger than 8.5 x 11)*
- _____ Copy of Deed or Lease evidencing ownership or right to use of subject property
- _____ Certificate of Occupancy for new structures
- _____ Purchase Agreement
- _____ List of all notes or loans
- _____ Articles of Incorporation date stamped by Secretary of State
- _____ Certificate of Good Standing from Secretary of State
- _____ List of officers, directors and stockholders if applicant is corporation
- _____ Partnership agreement *(not required for husband and wife)*
- _____ Operating Agreement
- _____ Petition demonstrating needs and desires of neighborhood

Date Application Received at Town Hall: _____

Town Application / Licensing Fee Paid: _____

Public Hearing Date & Time: _____

Public Hearing Notice Publication Date: _____

Date of Posting of Property/Premises: _____