



Liquor Permit Application Documentation Checklist

Required documents for acceptance of a permit application:

- The application completed in its entirety and signed by applicant. If it's a transfer application, it must be signed by both buyer and seller.
- Processing fee of \$100.00 (Made payable to the Division of Liquor Control)
- Personal History Background Form (DLC 4121)
- If a corporation – Officer/Shareholder Disclosure Form (DLC 4030)
- If a limited liability company – LLC Membership Disclosure Form (DLC 4032)
- If a partnership – Partnership Disclosure Form (DLC 4031)
 - With a signed copy of the partnership agreement
- If a nonprofit entity – Non-Profit Disclosure Form (DLC 4029)
- If transfer application to an executor, administrator or court-appointed representative
 - Certified copy of your court appointment bearing signature of the judge, and/or the court time stamp, indicating whether you can operate the business
- If economic development transfer application (TREX)
 - Transfer Application (DLC 4118 or DLC 4120 depending on the type of transaction)
 - Economic Development TREX Transfer Form (DLC4244). This form MUST accompany the transfer application.

Additional documents required that can be filed during the processing of your application:

- Class Fee
- Background Check (see DLC Form 4191)
- Lease agreement in the applicant's name or summary of tenancy rights (Form DLC 4085)
- If a transfer - Signed copy of the purchase agreement or summary of purchase agreement (DLC Form 4243)
- Financial Verification Work Sheet (DLC 4096), with supporting documents
- If a corporation - Certificate of good standing from the Ohio Secretary of State
- If a nonprofit corporation - Certificate of continued existence from the Ohio Secretary of State
- If a Limited Liability Company - Certificate of organization from the Ohio Secretary of State
- If not incorporated in the State of Ohio - Certificate of authority to do business in Ohio from the Ohio Secretary of State
- Copy of Food Service Operation or Food Establishment License – only if filing for new retail or transfer of existing A1A, D1, D2, D3, D5, D5A, D5C, D5D, D5F, D5I, D5J, D5L, D5M, D-5O or D7 permit(s).

NOTE: You may be required to file additional documents other than those listed above.

Additional Information

- A SOLE proprietor and all general partners in a partnership must be U.S. citizens
- You must be at least 21 years old to be a permit holder
- If filing a transfer application, a renewal application must be filed and signed by the present permit holder (seller), at least 15 days before the current permit's expiration date.