



## APPLICATION PROCESS

Ohio Department of Commerce  
Division of Liquor Control  
6606 Tussing Road  
Reynoldsburg, OH 43068

While each application may present unique issues that may affect processing times, below is the general process that occurs after we receive your application:

- The Division reviews your application to make sure it is complete (i.e., all questions are answered, appropriate fees submitted, additional required documents are filed and accurate).
  - Incomplete applications that are missing the minimum required documents / information are returned, unprocessed with explanation.
- Assuming the application is complete, the Division then enters it into its system for processing. Depending on your application type, the following steps may occur:
  - a Division Compliance Officer will contact you to set up a time to inspect your proposed permit premises to:
    - survey the surrounding area to determine if there are any institutions such as schools, churches, libraries, public playgrounds, or township parks within 500 feet.
      - By law, any of these institutions can object to the issuance of your permit within 30 days of notification.
      - If an objection is filed, a hearing will then need set.
    - If the business is not in operation or the premises did not meet all requirements at the time of the initial inspection, a final inspection will be required at a later date.
  - Local law enforcement agency gets notified of your application and sent the personal history forms that you filed with us at the time of application so that your local police department can conduct a local background check.
  - When applicable, contact your County Board of Elections to determine the wet/dry status of your proposed permit premises.
  - If not already done, receive your background check results from the Ohio Bureau of Investigation ("BCI").
  - Your application is reviewed by an examiner to determine that all items are accurate and that you meet any rules and regulations to receive the applied for permit
- Assuming, all needed steps are completed, your permit will then be issued and mailed to you.

It is our goal to process your application in a timely and efficient manner. Many factors determine the length of time it takes to complete the process of your application, therefore your assistance in providing us with a complete application packet will help us in accomplishing our goal.

Revised 09/24/2021

FOR TTY USERS DIAL 1-800-750-0750 - EOE/ADA SERVICE PROVIDER



APPLICATION DOCUMENT  
CHECKLIST

Ohio Department of Commerce  
Division of Liquor Control  
6606 Tussing Road  
Reynoldsburg, OH 43068  
614-644-2360

**To avoid having this application returned unprocessed, you MUST at the time of application submit:**

- A completed application, answering all questions, and signed by applicant.
- The \$100.00 non-refundable processing fee
  - Check or Money Order (No Cash)
    - Make checks payable to "Treasurer, State of Ohio";
    - Ensure that check is signed;
    - That the dollar amount matches the written amount; and
    - that the name of Business Applicant listed in Section A of application is written on the check.
- STRONGLY encouraged to submit the permit (class) fee at time of submission. Since manufacturing permits are NOT subject to Ohio's quota they can immediately go into process. Therefore, failing to submit the permit fee upon application will delay the review process.
- If a Sole Proprietor, a Personal History Background Form (DLC 4121)
- If NOT a Sole Proprietor, an entity disclosure form
  - 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 Non-Profit Entity – Non-Profit Disclosure Form (DLC 4029)
  - You MUST submit a Personal History Form for any individuals listed on the above forms.

**ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED DURING THE PROCESSING OF YOUR APPLICATION:**

- Permit fee if not sent in at time of application. Again, failing to submit your permit fee delays processing.
- Lease Agreement in the applicant's name or Summary of Tenancy Rights (Form DLC 4085)
- Financial Verification Work Sheet (DLC 4096), with supporting documents
- Good standing documents from the Ohio Secretary of State.
  - If a Corporation - Certificate of Good Standing
  - If a nonprofit Corporation - Certificate of Continued Existence
  - If a Limited Liability Company - Certificate of Organization
  - If not incorporated in the State of Ohio - Certificate of Authority to Do Business in Ohio
  - Visit [www.ohiosos.gov](http://www.ohiosos.gov) for more information
- Copy of Food Service Operation or Food Establishment License – only if filing for an A-1-A permit(s).
- If applying for an A-2F - Agricultural Use Valuation (CAUV) from the county auditor where the grapes, fruit or other agricultural product is grown.

**NOTE:** Providing the above documents that apply to your situation with your original submission allows for faster processing. In addition to the above, there may be other documents or things that we need during the application process.

**ADDITIONAL INFORMATION:**

- A sole proprietor and all general partners in a partnership must be U.S. citizens
- You must be 21 to be a permit holder

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## APPLICATION FOR MANUFACTURER, PUB, OR WAREHOUSE (WITH OPTION FOR D6) PERMIT

Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement an enforcement action, or collect taxes.

**CHECK CLASSES APPLIED FOR: Class and Fee**

A-1 \$3,906.00 - Manufacturer of Beer with annual production volume wherever produced of more than 31 million gallons

A-1-A \$3,906.00 - Sale of Beer and Intoxicating liquor on an A-1, A-1c, A-2, A-2f or A-3a premises

A-1c \$1,000.00 - Manufacturer of Beer with annual production volume wherever produced of 31 million gallons or less

A-2 \$76.00 - Manufacturer of Wine from agricultural products grown on land devoted to agricultural use and owned by the manufacturer

A-2f \$76.00 - Manufacturer of Wine, from grapes, fruits, or other agricultural products for agricultural use (Ohio farm winery)

A-3 \$3,906.00 - Manufacturer of alcohol and spirituous liquor, or importer of alcohol

\*If the plant's annual production capacity is less than 500 wine barrels of 50 gallons each, the FEE is \$2.00 per barrel.  
 Estimated Annual production \_\_\_\_\_ (wine barrels) x \$2.00 = \$ \_\_\_\_\_ is the A-3 Permit fee.

A-3a Variable Fee - Manufacturer of less than 100,000 gallons of spirituous liquor. The class fee is based upon the estimated first year production of \$2.00 per 50 gallon barrel.  
 Estimated annual production \_\_\_\_\_ (50 gallon each) x \$2.00 = \$ \_\_\_\_\_ is the A-3a Permit Fee.

A-4 \$3,906.00 - Manufacturer of prepared mixed beverages or solids and confections.

D-6 \$500.00 - Sunday Sales (With A-1-A, A-2, A-2f, or A-3a only)

W \$1,563.00 - Manufacturer or supplier to store beer or intoxicating liquor for sale to B permit holders, or customers outside this state.

If you want to apply for a B-2a and/or an S permit, please fill out those applications separately. Go to: [www.com.ohio.gov/liqr](http://www.com.ohio.gov/liqr)  
 Once there go to the licensing tab, then select distributor to locate the applicable application.

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**SECTION A** Type of Business:  Sole Proprietor (Individual)  Partnership  Corporation  Limited Liability Company (LLC)  Non-Profit

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**SECTION B**  
 Applicant (Individual, Corporation, Limited Liability Company or Partnership):

DBA (doing business as):	Permit Premises Street Address:		
Township (if outside city limits):	City: State:	Zip Code:	County:

**Contact Information:**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: (Name, Street Address, City & Zip): \_\_\_\_\_

Attorney's Name:	Address: City, State, & Zip:	Phone #
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**FOR DIVISION USE ONLY**

Data Entry Initials: _____	Class	Receipt #	REMARKS:	REVIEWER ACTION:
Taxing District:			Proc. Fee Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Permit Number:			Class Fee Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Type of Transfer:	Bus. Type			

**Section C: Financial Information**

Yes No

- 1. Has your business been in operation for more than six (6) months at the applied for location?
- 2. If NO to the above, what amount of money did you spend to get the business started? \$
- 3. If you answered NO to question 1 above, then you must provide documentation to support the listed dollar amount above. Please refer to the Division's financial verification guide as to what documentation you will need to send to us.

**SECTION D: General Questions:**

- 1. Do you or any partner, office holder, 5% or more shareholder, managing member, 5% or more member or 5% or more voting interest holder in a limited liability company, spouse, or other person involved in this permit hold or have any interest in another permit business?  YES  NO  
If YES, give permit number & address on line provided: \_\_\_\_\_
- 2a. Have you or any partner, office holder, 5% or more shareholder, managing member, 5% or more member or 5% or more voting interest holder in a limited liability company, spouse, or other person involved in this permit ever been convicted of a felony or misdemeanor, including any alcohol-related offenses? If YES, attach a written explanation.  YES  NO
- 2b. Will the spouse of a sole proprietor, partner, office holder, 5% or more shareholder, managing member, 5% or more member or voting interest holder in a limited liability company, work on the permit premise?  YES  NO  
If YES, submit a personal history background form DLC 4121 for those individuals.
- 3. Have you or any partner, office holder, 5% or more shareholder, managing member, 5% or more member or 5% or more voting interest holder in a limited liability company, spouse, or other person involved in this permit ever been refused a permit, denied a renewal, or had a permit revoked by this Division, the Liquor Control Commission, or any other state?  YES  NO  
If YES, attach a written explanation.
- 4. Does the applicant listed in Section B. own the real estate on which the proposed business will be located?  YES  NO  
If NO, submit a signed and dated copy of your lease, or Summary of Tenancy Rights form (DLC 4085).
- 5. Will the applicant listed in Section B. be the sole owner of the business?  YES  NO  
If NO, submit documentation of the other persons' interests.
- 6. Will the applicant listed in Section B. be the sole owner of the equipment?  YES  NO  
If NO, and the fixtures or equipment are rented, submit signed and dated copy of rental agreement.
- 7. Will any person, partnership, LLC, or corporation, excluding banks or building and loan associations, have any financial interest, such as money, loans, installment contracts, property or other interest) or share in the profits in your business or your property, real or personal?  YES  NO  
If YES, attach a written explanation with details.
- 8. Do you or any partner, office holder, 5% or more shareholder, managing member, 5% or more member or 5% or more voting interest holder in a limited liability company, spouse, or other person involved in this permit own any stock or have any interest (i.e., ownership or financial) in a retail permit holder or wholesale distributor of alcoholic beverages?  YES  NO  
If YES, attach a written explanation.

DELIBERATE MISREPRESENTATION OF ANY OF THE INFORMATION ON THE APPLICATION  
CAN RESULT IN THE DIVISION'S REFUSAL TO ISSUE THIS PERMIT.

NOTE: Your permit certificate is issued for a permit period that expires October 1st each year and is renewed annually on that date. If your permit is issued after April 1st, you will receive a 50% refund of the class fees paid. The \$100.00 application fee is not refundable.

I certify that the information provided on this form is true, correct, and complete to the best of my knowledge and belief, and that I am at least twenty-one (21) years of age.

\_\_\_\_\_  
(Signature of Individual, Partner, Officer, Managing Member, or 5% or more Stockholder or Member)

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Area Code & Telephone Number)

NOTE: ALL DOCUMENTS BECOME PART OF THE PERMIT FILE AND WILL NOT BE RETURNED