



**CITY OF LAKEWOOD**

# **CHANGING, ALTERING, OR MODIFYING LICENSED PREMISES**

Lakewood Civic Center

Regulation 47-302 states: "After issuance of a license, the licensee shall make no physical change, alteration or modification of the licensed premises which materially or substantially alters the licensed premises from the plans and specifications submitted at the time of obtaining the original license without prior written consent of the local and state licensing authorities."

The City Clerk shall administratively approve the application if it is determined that the proposed change, alteration, or modification will not materially or substantially alter the premises or usage by under 20%. For any changes 20% or more, the City Clerk shall refer the application to the Liquor Licensing Authority.

The following supporting documents must be attached to the application for a permit to be issued:

- a) Form DR8442 Permit Application and Report of Changes.
- b) Signed copy of deed or lease in the name of the licensee only.
- c) Letter from landlord giving permission to make the modification.
- d) Plans showing the present and the proposed change, alteration, or modification outlined in RED ink.
- e) \$300.00 check made payable to the Colorado Department of Revenue.
- f) \$100.00 check made payable to the City of Lakewood.

If you have any questions regarding changing, altering, or modifying licensed premises, please call the City Clerk's office.

**All documents must be submitted in triplicate on 8 ½ x 11 single-sided white paper**

**City Clerk's Office - 480 S. Allison Parkway - Lakewood, CO 80226  
Phone: 303-987-7084 - Fax: 303-987-7088 - TDD: 303-987-7057**