

LIQUOR LICENSE APPLICATION CHANGING , ALTERING, OR MODIFYING LICENSED PREMISES

[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 of 20% or more, the City Clerk shall refer the application to the Liquor Licensing Authority.

ADDITIONAL DOCUMENTS REQUIRED WITH APPLICATION FOR A PERMIT TO BE ISSUED:

- Form [DR 8442](#) – Permit Application and Report of Changes
- Signed copy of the deed or lease in the name of the licensee only
- Letter from the landlord giving permission to make the modification
- Plans showing the present and the proposed change, alteration, or modifications outlined in RED ink.

FEES REQUIRED FOR MODIFICATION OF PREMISES

- Department of Revenue Fee \$150.00
- City of Lakewood Fee \$100.00

State fee must be made out to "Department of Revenue" and city fee made out to "City of Lakewood"

If you have any questions, please call the City Clerk's Office 303-987-7080.