



RETAIL LICENSE APPLICATION

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PRIVACY STATEMENT

- Pursuant to Chapter 38 of Title 2.2 of the Code of Virginia, it is the policy of the Commonwealth of Virginia that personal/tax information about citizens/applicants and/or their businesses will be collected only to the extent necessary to provide the service or benefit desired; that only appropriate information will be collected; that the citizen/applicant shall understand the reason the information is collected; and be able to examine his or her personal/business record which is maintained by the Virginia Department of Alcoholic Beverage Control (ABC).
- Social security numbers, dates of birth, and federal and state tax identification numbers are collected for identification purposes.
- The Virginia Department of Alcoholic Beverage Control (ABC) considers all personal/tax information collected as confidential information. ABC does not provide information to any entity except as authorized by the Code of Virginia §58.1-3 or 2.2-3700 through 2.2-3714.

INSTRUCTIONS

PART 1 OF THE APPLICATION

- Mail or deliver the following to the regional ABC office that your establishment is located in. (Use pg. 16 to determine the correct ABC office.)
 - Part 1 (pgs. 2–5) of the application.
 - Nonrefundable** application fee(s) of \$65 per application. Each type of license applied for requires a separate application form. (*Exception:* You may combine your request for a wine and beer license and a mixed beverage license in one application form, but you will still be charged two application fees equaling \$130.)
 - Fee for criminal background check(s). *To calculate fee:* multiply the number of persons who must submit a “Personal Data Sheet” x \$15. (*Exceptions:* Out-of-bond permit, museum and shipper licenses do not require background checks.)
 - Review the lists of required documents (pgs. 7–8); submit any available documents from these lists along with Part 1 of the application. Any documents from these lists that are not submitted with Part 1 must be submitted with Part 2. **Not providing required documents is the primary cause of delay in the licensing process.**
- Once Virginia ABC receives Part 1 of the application, it will be entered into our database and a special agent will be assigned to your case.

PART 2 OF THE APPLICATION

- **Note: Verify that Virginia ABC has received Part 1 of your application and your application fee(s) before proceeding to Part 2.**
- Post notice on proposed place of business (pgs. 9 and 10).
- Publish newspaper notice (pgs. 9 and 11).
- Mail or deliver:
 - Part 2 (pgs. 6–8) of the application.
 - Any documents from the required documents lists (pgs. 7–8) that were not turned in with Part 1 of the application.
- Assist special agent as needed during investigation.
- Pay appropriate retail license fee(s) listed on pages 12–13.
- A license cannot be issued until:
 - Virginia ABC has received all required documents.
 - A special agent has completed his/her investigation.
 - All fees have been paid.
 - Any local government or citizen objections have been resolved.
 - The establishment is in operation or ready to open.
- Please contact your regional ABC office (listed on pg. 16) if you have any questions.



Trade name (for office use only):

Virginia Department of Alcoholic Beverage Control • 2901 Hermitage Road • P.O. Box 27491 • Richmond, VA 23261 • www.abc.virginia.gov

RETAIL LICENSE APPLICATION—PART 1

OFFICIAL USE ONLY

Date received: _____	Referred to: _____	Application fee: _____
Postmarked date: _____	Date referred: _____	License fee: _____
Receipt no.: _____	Region: _____	CBC fee: _____
License no.: _____	Territory no.: _____	Total: _____

Falsification and/or misrepresentation of information may result in refusal of license and/or criminal charges, which may include the Class 5 felony of perjury.

INSTRUCTIONS: PLEASE FILL IN ALL INFORMATION. MARK "N/A," IF NOT APPLICABLE. TYPE OR PRINT USING BLACK INK.

OWNERSHIP TYPE

1. Indicate the ownership type for your business (*check only one*):

- Sole proprietor.** An unincorporated business that is owned and operated by one person. This person receives all the profits and is personally liable for all the losses. (Does **not** have to register with the State Corporation Commission.)
- General partnership.** A relationship existing between two or more persons who join together to carry on a trade or business. Each partner contributes money, property, labor and/or skills, and agrees to share in the profits or losses of the business. (Registering with the State Corporation Commission is optional.)
- Limited partnership (LP).** Created to obtain additional funds. Limited partners' liability is limited to the extent of their investment. (Must register with the State Corporation Commission.)
- Limited liability partnership (LLP).** A status granted to a general partnership or limited partnership that has registered as a limited liability partnership in its home state. (Must register with the State Corporation Commission.)
- Limited liability company (LLC).** An unincorporated association usually having one or more members. It is a separate legal entity that limits the personal liability of all its owners. (Must register with the State Corporation Commission.)
- Corporation.** An entity with a legal existence apart from its owners. Corporations are classified as "stock" or "non-stock" and "domestic" or "foreign." It consists of a group of people authorized to perform certain professional services in the corporate form. (Must register with the State Corporation Commission.)
- Association.** A group of individuals or companies in a specific business or industry organized to promote common interests. (Does **not** have to register with the State Corporation Commission.)
- Tax-exempt private club.** A nonprofit organization approved by the IRS and operated solely for a national, social, patriotic, political, athletic or similar purpose. (Does **not** have to register with the State Corporation Commission.)

OWNER INFORMATION

2. Owner's name: _____
If **sole proprietor**, enter first, middle and last name. If **general partnership**, enter partners' names or name of partnership. If **LP, LLP, LLC** or **corporation**, enter name as recorded with the State Corporation Commission. If **association** or **tax-exempt private club**, enter name.
3. Owner's address: (street) _____
 (city/town) _____ (state) _____ (zip + 4) _____
4. Day phone: (_____) _____ 5. Alternate phone: (_____) _____
6. Fax: (_____) _____ 7. E-mail: _____



License number (for office use only):

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RETAIL LICENSE APPLICATION—PART 1

GENERAL BUSINESS INFORMATION

8. Type of license(s) applied for: _____
License type(s) must be filled in before your application will be accepted. (See "Retail License Fees" on pgs.12-13 for license types.)

9. Trade name of business: _____

10. Physical address where business will trade: (street) _____
(city/town) _____ (state) _____ (zip + 4) _____ (county, if applicable) _____

11. Day phone: (_____) _____ 12. Alternate phone: (_____) _____

13. Fax: (_____) _____ 14. E-mail: _____

15. Type of business (check only one):

- | | | |
|--|---|--|
| <input type="checkbox"/> Banquet facility | <input type="checkbox"/> Distillery | <input type="checkbox"/> Internet wine retailer |
| <input type="checkbox"/> Bed and breakfast | <input type="checkbox"/> Drug store | <input type="checkbox"/> Marina |
| <input type="checkbox"/> Brewery | <input type="checkbox"/> Food concessions (coliseum, stadium) | <input type="checkbox"/> Meal assembly kitchen |
| <input type="checkbox"/> Carrier (airplane, boat, train) | <input type="checkbox"/> Gift shop | <input type="checkbox"/> Out-of-bond permit |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Gourmet brewing shop | <input type="checkbox"/> Resort complex |
| <input type="checkbox"/> Continuing care community | <input type="checkbox"/> Gourmet shop | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Convenience store | <input type="checkbox"/> Grocery | <input type="checkbox"/> Shipper |
| <input type="checkbox"/> Day spa | <input type="checkbox"/> Hotel | <input type="checkbox"/> Tax-exempt private club |
| <input type="checkbox"/> Delicatessen | <input type="checkbox"/> Hotel—Limited service | <input type="checkbox"/> Wholesaler |
| <input type="checkbox"/> Delivery permit (out-of-state) | <input type="checkbox"/> Importer | <input type="checkbox"/> Winery |
| <input type="checkbox"/> Other: _____ | | |

16. Does owner currently hold an ABC license at this location? Yes No If **Yes**, provide license number: _____

17. Who will operate the business? (check only one) Owner Management company Franchisee

18. Is this business property owned or leased? Owned Leased

MAILING PREFERENCES

19. Send annual renewal bills to (check only one): Owner address Business address Alternate address (provide below)

20. Send **all** other mail and **license** to (check only one): Owner address Business address Alternate address (provide below)

Alternate address (if needed): (street) _____

(city/town) _____ (state) _____ (zip + 4) _____

SWORN AFFIDAVIT—NOTARIZATION REQUIRED

This sworn affidavit **must** be signed in the presence of a notary.

State of: _____ County/city of: _____

To witness in support of the foregoing, the undersigned makes oath that the statements contained therein and all attachments are true.

Signature: _____ Title: _____

Note to Notary: You must verify the affiant's identification through documentation and have the affiant swear or affirm that the above information and all attachments are true to the best of their belief and knowledge.

Subscribed and sworn to before me this _____ day of _____ 20 _____. My notary commission expires _____

Notary public _____ Registration number _____

Required of Virginia-appointed notaries public.

Falsification and/or misrepresentation of information may result in refusal of license and/or criminal charges, which may include the Class 5 felony of perjury.



RETAIL LICENSE APPLICATION—PART 1

PERSONAL DATA SHEET

Who must fill out a Personal Data Sheet? *If sole proprietor, owner must complete. If general partnership, each partner must complete. If LP, LLP or LLC, member/managers and all other members with 10 percent or more interest must complete. If corporation, officers, directors and all stockholders owning 10 percent or more of corporation's stock must complete. If association or tax-exempt private club, officers, directors and trustees must complete. Only one person per sheet. Use the Personal Data Sheet on page 5 to make additional copies.*

1. Trade name of business: _____
 2. Full name: (last) _____ (first) _____ (middle) _____
 3. Social security number: _____ 4. Driver's license number: _____
 5. Date of birth: (MM/DD/YYYY) _____ 6. Place of birth: _____
 7. For the purpose of conducting a background check, please indicate your gender: Male Female
 8. Are you a U.S. citizen? Yes No If **No**, provide your immigration number: _____
 9. Do you reside in Virginia? Yes No If **Yes**, how long? (years) _____ (months) _____
 10. Home phone: (_____) _____ 11. Business phone: (_____) _____
 11. Current home address: _____
 12. Previous home address: _____
Complete if you have lived at your current address less than one year.
 13. E-mail: _____
 14. What is your relationship to the owner? (*check all that apply*)

<input type="checkbox"/> Sole proprietor	<input type="checkbox"/> Partner
<input type="checkbox"/> Member (LLC or corporation)	<input type="checkbox"/> Director
<input type="checkbox"/> Officer (title): _____	<input type="checkbox"/> Shareholder (percentage owned): _____
 15. Do you currently have financial interest in any business selling alcoholic beverages? Yes No If **Yes**, provide:
(license number) _____ (trade name) _____ (location) _____
 16. Have you ever had any type of alcoholic beverage license refused, revoked or suspended? Yes No If **Yes**, provide:
(trade name) _____ (address) _____ (date) _____
 17. Have you ever been convicted of any of the following:
 - motor vehicle violation(s) (not including parking tickets)? Yes No
 - driving while intoxicated? Yes No
 - other criminal offense(s)? Yes No
 If **Yes** to any of the above, provide:

(date) _____	(location) _____	(offense) _____
(date) _____	(location) _____	(offense) _____
(date) _____	(location) _____	(offense) _____
(date) _____	(location) _____	(offense) _____
- You may use additional sheets of paper if necessary.

18. Are you an elected or appointed official of the Commonwealth of Virginia or any political subdivision thereof? Yes No If **Yes**, provide:
(title) _____ (location) _____

Falsification and/or misrepresentation of information may result in refusal of your license and/or criminal charges, which may include the Class 5 felony of perjury.



RETAIL LICENSE APPLICATION—PART 1

PERSONAL DATA SHEET (continued)

Who must fill out a Personal Data Sheet? If sole proprietor, owner must complete. If general partnership, each partner must complete. If LP, LLP or LLC, member/managers and all other members with 10 percent or more interest must complete. If corporation, officers, directors and all stockholders owning 10 percent or more of corporation's stock must complete. If association or tax-exempt private club, officers, directors and trustees must complete. Only one person per sheet. Use the Personal Data Sheet on page 5 to make additional copies.

1. Trade name of business: _____
 2. Full name: (last) _____ (first) _____ (middle) _____
 3. Social security number: _____ 4. Driver's license number: _____
 5. Date of birth: (MM/DD/YYYY) _____ 6. Place of birth: _____
 7. For the purpose of conducting a background check, please indicate your gender: Male Female
 8. Are you a U.S. citizen? Yes No If **No**, provide your immigration number: _____
 9. Do you reside in Virginia? Yes No If **Yes**, how long? (years) _____ (months) _____
 10. Home phone: (_____) _____ 11. Business phone: (_____) _____
 11. Current home address: _____
 12. Previous home address: _____
Complete if you have lived at your current address less than one year.
 13. E-mail: _____
 14. What is your relationship to the owner? (check all that apply)
 - Sole proprietor Partner
 - Member (LLC or corporation) Director
 - Officer (title): _____ Shareholder (percentage owned): _____
 15. Do you currently have financial interest in any business selling alcoholic beverages? Yes No If **Yes**, provide:
(license number) _____ (trade name) _____ (location) _____
 16. Have you ever had any type of alcoholic beverage license refused, revoked or suspended? Yes No If **Yes**, provide:
(trade name) _____ (address) _____ (date) _____
 17. Have you ever been convicted of any of the following:
 - motor vehicle violation(s) (not including parking tickets)? Yes No
 - driving while intoxicated? Yes No
 - other criminal offense(s)? Yes No
 If **Yes** to any of the above, provide:
 - (date) _____ (location) _____ (offense) _____
 - (date) _____ (location) _____ (offense) _____
 - (date) _____ (location) _____ (offense) _____
 - (date) _____ (location) _____ (offense) _____
- You may use additional sheets of paper if necessary.

18. Are you an elected or appointed official of the Commonwealth of Virginia or any political subdivision thereof? Yes No If **Yes**, provide:
(title) _____ (location) _____

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License number (for office use only):

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RETAIL LICENSE APPLICATION—PART 2

Before proceeding to Part 2, you must verify that Virginia ABC has received Part 1 of your application and your application fee(s). Please contact your assigned regional office, listed on page 16.

INSTRUCTIONS: PLEASE FILL IN ALL INFORMATION. MARK "N/A," IF NOT APPLICABLE. TYPE OR PRINT USING BLACK INK.

DETAILED BUSINESS INFORMATION

- Trade name of business: _____
- Type(s) of license(s) applied for: _____
- Date which you began or will begin operation of business (MM/DD/YYYY): _____
- Business hours and days of operation: _____
- Are manager(s) or employee(s) compensated based on percentage of income of business? Yes No If **Yes**, please explain: _____
- Please list all loans for the business (e.g., bank loans, small business administration loans and loans from friends or family members). Please provide photocopies of all loan documents.

Loan institution	Address	Loan date	Amount

- If no loans were taken, how was the business funded? _____

Accountant/bookkeeper's name and address (if applicable):

Full name: (last) _____ (first) _____ (middle) _____

Address: (street) _____

(city/town) _____ (state) _____ (zip + 4) _____

8. Grocery and Convenience Store / Gourmet Shop / Delicatessen

Complete the following table for a **recent** month of sales and inventory. If less than one month, give number of days: _____

Check here if these figures are estimated. Estimated figures are accepted from **new business only**; otherwise, actual figures are required.

Month of _____, 20____		
Items of business (complete for your establishment type only)	Sales	Inventory (wholesale value)
Bulk edible food/grocery items (for grocery and convenience stores only)		
Individual packaged items (for grocery and convenience stores only)		
Gourmet items (for gourmet shops only)		
Prepared foods (for delicatessens only)		
Nonfood items		
Nonalcoholic beverages		
Wine and beer		
Total		



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RETAIL LICENSE APPLICATION—PART 2

DETAILED BUSINESS INFORMATION (continued)

9. Restaurants

- a. Number of seats at counter/bar: _____ e. Is there an outside dining area? Yes No If **Yes**, provide:
- b. Number of seats in all dining areas (exclude bar): _____ (dimensions) _____
- c. Number of additional dining rooms: _____ (describe physical barrier used to enclose patio) _____
- d. Provide copy of menu (on-premises privilege only). (number of tables) _____ (number of seats) _____

Complete the following table for a **recent** month of sales. If less than one month, give number of days: _____
 Check here if these figures are estimated. Estimated figures are accepted from **new businesses only**; otherwise, actual figures are required.

Month of _____, 20_____	
Items of business	Sales
Entrees	
Other prepared food	
Nonalcoholic beverages	
Mixed beverages	
Wine and beer	
Total	

10. Bed and breakfast

Number of bedrooms for overnight guests: _____

REQUIRED DOCUMENTS FOR ALL ESTABLISHMENTS

11. Provide the following required documents. (Note: Agent's investigation may not begin until **all** required documents have been received.)
- Lease or deed
 - a. **Signed** copy of the lease or deed and all amendments. (Note: Must be in the name of the owner: If **sole proprietor**, first, middle and last name. If **general partnership**, partners' names or name of partnership. If **LP, LLP, LLC or corporation**, name as recorded with State Corporation Commission. If **association or tax-exempt private club**, name.)
 - b. Telephone number of the landlord: (_____) _____
 - Official Department of Motor Vehicles (DMV) transcript for each officer, director and 10-percent-or-more shareholder, member or partner from each individual's state of residence.
 - Copy of a valid identification issued by federal, state or foreign government agency or entity, provided it contains a photograph, name, signature, date of birth, gender and height. (Note: ABC may require additional identification documents.)
 - Copy of Federal Employer Identification Number (FEIN) certificate from IRS; (Web site: https://sa.www4.irs.gov/sa_vign/newFormSS4.do; phone: 800-829-4933)
 - Copy of Virginia sales tax certificate (front and back) from the Virginia Department of Taxation; (Web site: <https://www.ireg.tax.virginia.gov/Login.jhtml>; phone: 804-367-8031)
 - Copy of franchise/management agreement (if applicable);
 - Copy of sales agreement (if purchasing a preexisting business);
 - Completed "Posting and Publishing Summary" (pg. 9) and a copy of the proof of publishing from the newspaper company. (Note: "Posting and Publishing Summary" is **not** a document that can be turned in with Part 1 of your application.)



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RETAIL LICENSE APPLICATION—PART 2

ADDITIONAL REQUIRED DOCUMENTS

- 12. **Day spa**
 - a. Copy of the license(s) for the massage therapist(s); and
 - b. Copy of the license(s) for barbering and/or cosmetology services.
- 13. **Corporation**
 - a. Copy of Virginia State Corporation Commission charter;
 - b. Copy of articles of incorporation;
 - c. Copy of by-laws; and
 - d. Copy of annual report filed with the State Corporation Commission (if corporation is older than one year).
 - e. Were stock certificates issued? Yes No
If **Yes**, please provide copies.
 - f. If **out-of-state corporation**, please provide:
 - Copy of original state charter; and
 - Letter of authorization to transact business in Virginia.
- 14. **General partnership**
 - a. Statement of partnership authority;
 - b. Certificate of partnership; and
 - c. Copy of partnership agreement.
- 15. **Limited partnership (LP)**
 - a. Copy of certificate of limited partnership;
 - b. Copy of partnership agreement; and
 - c. Copy of certificate of fact (if partnership is older than one year).
- 16. **Limited liability partnership (LLP)**
 - a. Copy of certificate of limited partnership or statement of partnership authority;
 - b. Copy of partnership agreement;
 - c. Copy of certificate of fact, if partnership is older than one year, or certificate of partnership; and
 - d. Copy of statement of registration as a domestic/foreign limited liability partnership with the State Corporation Commission.
- 17. **Limited liability company (LLC)**
 - a. Copy of certificate of organization;
 - b. Copy of articles of organization;
 - c. Copy of operating agreement; and
 - d. Copy of management agreement (if applicable).
- 18. **Association / tax-exempt private club**
 - a. Certified copy of charter, articles of association or constitution;
 - b. Copy of by-laws;
 - c. Copy of articles of organization;
 - d. Copy of management agreement (if applicable);
 - e. List of officers and directors, showing names, addresses, ages and business employment;
 - f. Average number of members for the preceding 12 months; and
 - g. Financial statement for the latest calendar/fiscal year of the club.

CITY OR COUNTY PERMITS

- 19. Your local city or county government **may** require you to obtain these permits before opening. Please provide Virginia ABC with copies.
 - a. Sales tax permit;
 - b. Business license;
 - c. Occupancy permit;
 - d. Health permit;
 - e. Fictitious name certificate; and
 - f. Special use / zoning permit.

SIGNATURE

I hereby certify that all of the information on my ABC application and any attachment(s) are true, complete and accurate to the best of my knowledge.

Print name: _____ Title: _____

Signature: _____ Date: _____

Failure to disclose ownership interest in your business or falsification and/or misrepresentation of information may result in refusal of your license and/or criminal charges, which may include the Class 5 felony of perjury.



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RETAIL LICENSE APPLICATION—POSTING AND PUBLISHING

INSTRUCTIONS

- Notice posting and publishing **must not** be started until Virginia ABC has received Part 1 of the application and application fee(s).
- Notice posting and publishing can be done at the same time.
- The sworn affidavit (below) **shall not** be signed until these two requirements have been met:
 - (1) Both newspaper publishings have been completed.
 - (2) Ten complete and consecutive days have passed since the notice was first posted.
- Airplanes, boats, trains, museums, wine and/or beer shippers, annual banquet, annual mixed beverage banquet, out-of state beer or wine importers and out-of-state delivery permittees **do not** need to publish or post their intent to apply for a license (VA Code §4.1-230.B).
- **Posting Notice:** The owner shall fill out the notice (pg. 10) stating that he/she has applied for an ABC license and post the notice for *10 complete and consecutive days* on the front of the building, room or place where he/she proposes to conduct business.
- **Newspaper Publishing Notice:** The owner shall publish notice (pg. 11) in English at least two times in a newspaper having general circulation in the county, city or town where the owner proposes to conduct business. The two publishings must occur in consecutive weeks. The second publishing must occur at least seven days after the first publishing, but not later than Saturday of the second week. *Hint: The easiest way to meet this requirement is to publish on the same day in both weeks (e.g., on two consecutive Mondays).*

POSTING AND PUBLISHING SUMMARY

1. Owner's name: _____
If **sole proprietor**, enter first, middle and last name. If **general partnership**, enter partners' names or name of partnership. If **LP, LLP, LLC** or **corporation**, enter name as recorded with the State Corporation Commission.
2. Trade name of business: _____
3. Type(s) of license(s) applied for: _____
4. Location where business will trade: (street) _____
(city/town) _____ (county) _____ (state) Virginia
5. Date notice posted at establishment (MM/DD/YYYY): _____
6. Date first notice published (MM/DD/YYYY): _____ Name of newspaper: _____
7. Date second notice published (MM/DD/YYYY): _____ Name of newspaper: _____

SWORN AFFIDAVIT—NOTARIZATION REQUIRED

This sworn affidavit **must** be signed in the presence of a notary.

State of: _____ County/city of: _____

To witness in support of the foregoing, the undersigned makes oath that the statements contained therein and all attachments are true.

Signature: _____ Title: _____

(Note to Notary: You must ensure all areas of the "Posting and Publishing Summary" section [above] are completely filled in. You must also verify the affiant's identification through documentation and have the affiant swear or affirm that the above information is true to the best of their belief and knowledge.)

Subscribed and sworn to before me this _____ day of _____ 20 _____. My notary commission expires _____

Notary public _____ Registration number _____

Required of Virginia-appointed notaries public.

Failure to disclose ownership interest in your business or falsification and/or misrepresentation of information may result in refusal of your license and/or criminal charges, which may include the Class 5 felony of perjury.



NOTICE

The applicant shown below is applying to the Virginia Department of Alcoholic Beverage Control.

TYPE(S) OF LICENSE(S): _____

FULL NAME(S) OF OWNER(S): _____

If **sole proprietor**, enter first, middle and last name. If **general partnership**, enter partners' names or name of partnership. If **LP, LLP, LLC or corporation**, enter name as recorded with the State Corporation Commission. If **association or tax-exempt private club**, enter name.

TRADE NAME: _____

EXACT LOCATION WHERE BUSINESS WILL TRADE: _____

(street address)

(city/town)

(county) (state) (zip + 4)

PARTNERS / CORPORATE OFFICERS HAVING INTEREST IN THE BUSINESS: _____

(name) (title / nature of interest)

(name) (title / nature of interest)

(name) (title / nature of interest)

THIS NOTICE WAS POSTED ON: ____ / ____ / ____

(date posted) (signature/title)

This notice must be posted not less than 10 consecutive days on building, room or place where business will be conducted. Objections should be registered within 30 days of the date above.

Objections should be registered within 30 days at www.abc.virginia.gov or 800-552-3200.



RETAIL LICENSE APPLICATION—POSTING AND PUBLISHING

PUBLISHING NOTICE

Please publish the following item in the **legal notice section** of your newspaper. Please refer to the instructions provided on page 9.

Full name(s) of owner(s): _____

(If **sole proprietor**, enter first, middle and last name. If **general partnership**, enter partners' names or name of partnership. If **LP, LLP, LLC** or **corporation**, enter name as recorded with the State Corporation Commission. If **association** or **tax-exempt private club**, enter name.)

Trading as: _____

(trade name)

(exact street address where business will trade)

(city/town)

(county)

Virginia

(state)

(zip + 4)

The above establishment is applying to the VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

for a _____ **license**

(type[s] of license[s] applied for)

to sell or manufacture alcoholic beverages.

(name and title of owner/partner/officer authorizing advertisement)

NOTE: Objections to the issuance of this license must be submitted to the Board not later than 30 days from the date of the first newspaper publication.



RETAIL LICENSE APPLICATION—RETAIL LICENSE INFORMATION

RETAIL LICENSE FEES

Type of License	Type of Establishment	Fee
Beer On Premises	Restaurant, hotel, tax-exempt private club, food concessions at coliseum and stadium, resort complex	\$ 145.00
Beer Off Premises*	Grocery store, delicatessen, drugstore, marina store	\$ 120.00
Beer Off Premises and Keg*	Grocery store, delicatessen, drugstore, marina store	\$ 185.00
Beer On and Off Premises*	Restaurant, hotel, tax-exempt private club, grocery store**	\$ 300.00
Beer On and Off Premises and Keg*	Restaurant, hotel, tax-exempt private club, grocery store**	\$ 365.00
Wine and Beer On Premises	Restaurant, hotel, hotel-limited service, tax-exempt private club, food concessions at coliseum and stadium, resort complex	\$ 300.00
	Hospitals	\$ 145.00
Day Spa (Wine & Beer On)	Commercial establishment offering both massage therapy and cosmetology services	\$ 100.00
Meal Assembly Kitchen (Wine & Beer On)	Commercial establishment offering ingredients for the preparation of meals	\$ 100.00
Wine and Beer Off Premises*	Grocery store, convenience grocery store, delicatessen, drugstore, gift shop, gourmet shop	\$ 230.00
Wine and Beer Off Premises and Keg*	Grocery store, convenience grocery store, delicatessen, drugstore, gift shop, gourmet shop	\$ 295.00
Wine and Beer On and Off Premises*	Restaurant, hotel, tax-exempt private club, grocery store**	\$ 600.00
Wine and Beer On and Off Premises and Keg*	Restaurant, hotel, tax-exempt private club, grocery store**	\$ 665.00
Mixed Beverage On Premises	<i>Restaurant, Hotel, Resort Complex</i> Seating capacity: 1 to 100 persons Seating capacity: 101 to 150 persons Seating capacity: 151 or more persons.	\$ 560.00 \$ 975.00 \$ 1,430.00
	<i>Tax-Exempt Private Club</i> Not more than 200 members 201 to 500 members. 501 or more members	\$ 750.00 \$ 1,860.00 \$ 2,765.00
	<i>Restaurant on Government Property</i>	\$ 500.00
Limited Mixed Beverage On Premises	<i>Limited Mixed Beverage Restaurant</i> <i>(Note: Allows use of dessert wines and no more than six varieties of liqueurs)</i> Seating capacity: 1 to 100 persons Seating capacity: 101 to 150 persons Seating capacity: 151 or more persons.	\$ 460.00 \$ 875.00 \$ 1,330.00
Mixed Beverage Caterer	Caterer (includes wine, beer and mixed beverage)	\$ 1,860.00
Mixed Beverage Caterer Limited	Caterer (includes wine, beer and mixed beverage)—limited to 12 events per year	\$ 500.00
Annual Mixed Beverage Special Event	Performing arts facility	\$ 560.00
Bed and Breakfast	Wine, beer or mixed beverage to overnight lodgers for on-premises consumption	\$ 35.00
Banquet Facility	Volunteer fire department, volunteer rescue squad (no sales).	\$ 190.00

Wine and beer on-premises privileges **are** required to apply for Mixed Beverage On-Premises. Both privileges may be applied for simultaneously.

Wine and beer on-premises privileges are **not** required to apply for Limited Mixed Beverage On-Premises but may be applied for if desired.

(continued)

NOTES:

If you do not find your establishment type listed here, you may call 804-213-4577 or your local regional office listed on page 16 to obtain the proper fee amount.

On-premises privilege allows for the sale and consumption of alcoholic beverages on the premises of the licensed establishment.

Off-premises privilege requires the sale of alcoholic beverages to be taken off of the premises of the licensed establishment.

* A Delivery Permit (in state) may be added to the license types noted above at no additional cost. Such permittees shall report on a monthly basis names and addresses of purchasers to whom wine and beer is delivered. If no deliveries occur in one month, no report is due; however, every permittee must submit an annual report even if no deliveries occur. Contact your agent for more detailed information.

** Grocery stores only in rural areas. Must be substantial public demand for public convenience.



RETAIL LICENSE APPLICATION—RETAIL LICENSE INFORMATION

RETAIL LICENSE FEES (continued)

Type of License	Type of Establishment	Fee
Carrier: Beer On	Boat (per boat), train (per car)	\$ 145.00
Carrier: Wine and Beer On	Airplane	\$ 750.00
	Boat (per boat), train (per car)	\$ 300.00
Carrier: Mixed Beverage	Airplane	\$ 1,475.00
	Boat (per boat)	\$ 560.00
	Train (per car)	\$ 190.00
Beer Importer	Importer	\$ 370.00
Wine Importer	Importer	\$ 370.00
Beer Shipper	Brewery, off-premises retail business	\$ 95.00
Wine Shipper	Winery, farm winery, off-premises retail business	\$ 95.00
Wine and Beer Shipper	Winery, farm winery, brewery, off-premises retail business	\$ 95.00
Internet Wine Retailer	Occupies commercial space, but not a retail store; orders via Internet/telephone	\$ 150.00
Fulfillment Warehouse	Receives/stores/packs/ships wine/beer orders for holders of shipper's licenses	\$ 120.00
Marketing Portal	Agricultural cooperative associations solicit/receive wine/beer orders via Internet	\$ 150.00
Delivery Permit (Out of State)	Brewery, winery, farm winery, off-premises retail business	\$ 120.00
Gourmet Brewing Shop	Rented facility for manufacturing, fermenting and bottling beer	\$ 230.00
Gourmet Oyster House (Wine & Beer On & Off)	Commercial marina permitted to serve oysters/fresh seafood on premises	\$ 230.00

NOTE: If you do not find your establishment type listed here, you may call 804-213-4577 or your local regional office listed on page 16 to obtain the proper fee amount.

DEFINITIONS AND QUALIFICATIONS FOR COMMON ESTABLISHMENT TYPES

BANQUET FACILITY

A building or other facility regularly occupied by a volunteer fire department or volunteer rescue squad duly recognized by the governing body of the county, city or town in which it is located. License only allows the consumption of legally acquired alcoholic beverages by persons in attendance at a function eligible for a banquet license.

BED AND BREAKFAST

An establishment having (1) no more than 15 bedrooms; (2) offering to the public for compensation, transitory lodging or sleeping accommodations; (3) offering at least one meal per day, which may but need not be breakfast, to each person to whom overnight lodging is provided. Alcoholic beverages may be served for on-premises consumption to persons who are registered overnight guests.

CARRIER

AIRPLANE

A common carrier of passengers operating by air from airports in the Commonwealth on regular schedules in foreign, interstate or intrastate commerce. This establishment type also allows for alcoholic beverages to be served in designated rooms of establishments operated by the air carrier in airports in the Commonwealth.

BOAT

A common carrier of passengers operating by water on regular schedules in interstate or intrastate commerce, and habitually serving food. For the sale of wine and/or beer on-premises, a boat must have minimum monthly food sales of \$2,000.

TRAIN

A common carrier of passengers by rail in interstate or intrastate commerce that includes one or more dining car(s), buffet car(s) or club car(s) and in which food and refreshments are sold.

CATERER

A place of business regularly engaged in providing food and beverage to others for service at private gatherings or at special events, which shall authorize the licensee to sell and serve alcoholic beverages for on-premises consumption. The annual gross receipts from the sale of food cooked and prepared for service and non-alcoholic beverages served at gatherings and events shall amount to at least 45 percent of the gross receipts. Two levels of caterer licenses are available: **Mixed Beverage Caterer** allows service at an unlimited number of private gatherings / special events. **Mixed Beverage Caterer Limited** allows service at private gatherings / special events not to exceed 12 per year.

CONVENIENCE GROCERY STORE

An establishment which (1) has an enclosed room in a permanent structure where stock is displayed and offered for sale, and (2) maintains an inventory of edible items intended for human consumption consisting of a variety of such items of the types normally sold in grocery



RETAIL LICENSE APPLICATION—RETAIL LICENSE INFORMATION

stores. Edible items shall mean a variety of such items normally used in preparation of meals, including liquids. For the sale of wine and beer off premises, a convenience grocery store must have minimum monthly food sales of \$2,000 and inventory (cost) of \$2,000 of the required commodities listed in the definition.

CONTINUING CARE COMMUNITY

The Board may license such facility if registered as specified in Chapter 49 (§38.2-4900 et seq.), Title 38.2 of Code of Virginia. Allows any resident, upon authorization of licensee, to keep and consume their own lawfully acquired alcoholic beverages on-premises in all areas covered by the license.

DAY SPA

Any commercial establishment that offers to the public both massage therapy performed by persons certified in accordance with §54.11-3029 and barbering or cosmetology services performed by persons licensed in accordance with Chapter 7 (§54.1-700 et seq.), Title 54.1. License allows for the consumption of lawfully acquired wine and beer by each customer of no more than two 5-ounce glasses of wine or one 12-ounce beer during each visit. Alcoholic beverages may not be sold and shall not be inclusive in the total charge of the "day spa" services received.

DELICATESSEN

An establishment selling a variety of prepared foods or foods requiring little preparation such as cheeses, salads, cooked meats and related condiments. For the sale of wine and beer off-premises, a delicatessen must have minimum monthly food sales of \$2,000 and inventory (cost) of \$2,000. For the sale of beer off-premises, a delicatessen must have minimum monthly sales of \$1,000 and inventory (cost) of \$1,000 in the edible items stated above.

DELIVERY PERMIT

Issued to any brewery, winery, farm winery or person located inside or outside the Commonwealth authorized to engage in the retail sale of wine or beer for off premises consumption. As to the brewery, winery, or farm winery, authorizes delivery in closed containers of those

brands of beer, wine and farm wine produced. As to persons, authorizes delivery in closed containers of those brands of beer, wine and farm wine which they are authorized to sell in their state of domicile. No more than four cases of wine nor more than four cases of beer may be delivered at one time to any person in Virginia to whom alcoholic beverages may be lawfully sold; except that the permittee may deliver more than four cases of wine or more than four cases of beer if ABC is notified in writing at least one business day in advance of delivery.

DRUGSTORE

An establishment selling medicines prepared by a registered pharmacist according to prescription and other medicines and articles of home and general use. For the sale of wine and beer off-premises, a drugstore must have minimum monthly sales of \$2,000 and inventory (cost) of \$2,000. For the sale of beer off-premises, a drugstore must have minimum monthly sales of \$1,000 and inventory (cost) of \$1,000.

FOOD CONCESSIONS (COLISEUM, STADIUM)

Food concessions located at coliseums, stadia or similar facilities. License authorizes the sale of wine and beer at such facility during professional sporting exhibitions or events and performances held immediately thereafter.

GIFT SHOP

A bona fide retail store, which is open to the public on a regular basis, predominantly selling gifts, books, souvenirs, specialty items relating to history, original and handmade arts and products, collectibles, crafts and floral arrangements. Such shop shall be a permanent structure where stock is displayed and offered for sale and which has facilities to properly secure any stock of wine and beer. Such shop must have been in operation for no less than 12 months next preceding the filing of the application and may be located (1) on the premises or grounds of a government registered national, state or local historic building or site, or (2) within the premises of a museum. Gift shop licenses shall authorize the licensee to sell wine and beer un-chilled.

GOURMET SHOP

An establishment provided with adequate inventory, shelving and storage facilities, where in consideration of payment, substantial amounts of domestic and imported wines and beers and related products such as cheeses and gourmet foods are habitually furnished to persons. For the sale of wine and beer off-premises, a gourmet shop must have minimum monthly sales of \$2,000 of cheeses and gourmet foods and inventory (cost) of \$2,000 in the edible items stated above.

GOURMET BREWING SHOP

An establishment that sells ingredients for making wine or brewing beer, including packaging, and rents facilities for manufacturing, fermenting and bottling such wine or beer. The privileges of a Gourmet Brewing Shop license do not allow for the sale or consumption of alcoholic beverages.

GROCERY STORE

An establishment selling edible items intended for human consumption, including a variety of staple foodstuffs used in the preparation of meals. For the sale of wine and beer off-premises, a grocery store must have minimum monthly food sales of \$2,000 and food inventory (cost) of \$2,000 of the required commodities listed in the definition. For the sale of beer off-premises, a grocery store must have minimum monthly food sales of \$1,000 and food inventory (cost) of \$1,000 of the required commodities listed in the definition.

HOTEL

WINE AND BEER LICENSE

A duly licensed establishment providing special space and accommodation where, in consideration of payment, food and lodging are habitually furnished to persons and which has four or more bedrooms. For the sale of wine and beer on- or on- and off-premises, a hotel must have minimum monthly food sales of \$2,000, of which \$1,000 must be in the form of meals with entrees.

HOTEL—LIMITED SERVICE

The Board may classify a hotel as a limited service hotel and may authorize the sale and con-



RETAIL LICENSE APPLICATION—RETAIL LICENSE INFORMATION

sumption of wine and beer in dining areas, private guest rooms, and other designated areas to persons to whom overnight lodging is being provided, for on-premises consumption in such rooms or areas. There is no minimum amount of gross receipts from the sale of food prepared and consumed on the premises, provided that the hotel provides at least one meal each day to such guests.

MIXED BEVERAGE LICENSE

Must have a restaurant located on the premises of the hotel or motel with not less than four permanent bedrooms where food and beverage service is customarily provided by the restaurant in designated areas, bedrooms and other private rooms of such hotel or motel. For the sale of mixed beverages, a hotel's monthly sales of food prepared on the premises shall not be less than \$4,000, of which at least \$2,000 shall be in the form of meals with entrees.

RESORT COMPLEX

A facility (1) with a hotel, owning year-round sports and recreational facilities located contiguously on the same property or (2) owned by a nonstock, nonprofit, taxable corporation with voluntary membership which, as its primary function, makes available golf, ski and other recreational facilities both to its members and the general public. The hotel or corporation shall have a minimum of 140 private guest rooms or dwelling units contained on not less than 50 acres. The Board may authorize the sale and consumption of alcoholic beverages in all areas within the resort complex deemed appropriate.

INTERNET WINE RETAILER

Authorizes persons located within or outside the Commonwealth, in response to telephone and internet orders, to sell and ship directly wine in closed containers to persons in the Commonwealth to whom wine may be lawfully sold for off premises consumption. The establishment must have adequate inventory, shelving and storage facilities but is not a retail store open to the public. The licensee is not required to comply with the monthly food sale requirement established by Board regulations.

MEAL ASSEMBLY KITCHEN

A commercial establishment that offers ingredients for the preparation of meals and entrees in professional kitchen facilities. The licensee is authorized to serve on the premises of the licensee not more than two 5-ounce glasses of wine or two 12-ounce glasses of beer to customers attending private gatherings or special events.

PERFORMING ARTS FACILITY

A nonprofit corporation or association (1) operating a performing arts facility, or (2) chartered by Congress for the preservation of sites, buildings and objects significant in American history and culture. The operation of a performing arts facility shall be upon the premises owned by such licensee or occupied under a bona fide lease, the original term of which was for more than one year's duration.

RESTAURANT

WINE AND BEER LICENSES

An establishment provided with special space and accommodations regularly selling meals or other foods that are prepared and consumed on the premises. For the sale of wine and beer on premises, and the sale of wine and beer on- and off-premises, a restaurant must have minimum monthly food sales of \$2,000 of which \$1,000 must be in the form of meals with entrees. For the sale of beer on-premises and the sale of beer on- and off-premises, a restaurant must have monthly food sales of \$2,000.

MIXED BEVERAGE LICENSE

An established place of business (1) where meals with substantial entrees are regularly sold and (2) which has adequate facilities and sufficient employees for cooking, preparing and serving such meals for consumption at tables in dining areas on the premises and includes establishments specializing in full course meals with a single substantial entree. For the sale of mixed beverages, a restaurant's monthly sales of food prepared on the premises shall not be less than \$4,000, of which at least \$2,000 shall be in the form of meals with entrees.

LIMITED MIXED BEVERAGE LICENSE

Any establishment provided with special space and accommodation, where, in consideration of payment, meals or other foods prepared on the premises are regularly sold. The licensee is authorized to sell or serve dessert wines and no more than six varieties of liqueurs, which shall be combined with coffee or other nonalcoholic beverages, for consumption in dining areas of the restaurant. Sale of dessert wines and liqueur-based drinks shall not exceed 10 percent of the total annual gross sales.

SHIPPER

Persons licensed in their state of domicile as a winery, farm winery, or brewery or persons authorized to sell wine and beer at retail for off-premises consumption. Allows the sale and shipment into or within the Commonwealth of Virginia of no more than two cases of wine or two cases of beer per month to any person in the Commonwealth of Virginia to whom alcoholic beverages may be lawfully sold for personal consumption and not for resale. A case of wine is defined as any combination of packages containing not more than 9 liters of wine. A case of beer is defined as any combination of packages containing not more than 288 ounces of beer.

TAX EXEMPT PRIVATE CLUB

A private, nonprofit corporation or association which is the owner, lessee or occupant of an establishment operated solely for a national, social, political, athletic or other like purpose, but not for monetary gain, the advantages of which belong to all the members. Any such corporation or association which has been declared exempt from federal and state income taxes as one which is not organized and operated for monetary gain or profit shall be deemed a nonprofit corporation or association.

NOTE: The preceding list does not contain all available establishment types. If you have additional questions, consult your assigned regional office. (Use the list of ABC regional offices on page 16 to determine in which region your establishment is located.)



RETAIL LICENSE APPLICATION—ABC REGIONAL OFFICES

ROANOKE (REGION 1)

2943 D Peters Creek Rd.
Roanoke, VA 24019
Phone: 540-562-3604
Fax: 540-562-3612

Alleghany County
Bath County
Bedford County
Bedford County
Botetourt County
Buena Vista City
Covington City
Craig County
Floyd County
Franklin County
Henry County
Highland County
Lexington City
Martinsville City
Montgomery County
Patrick County
Roanoke City
Roanoke County
Rockbridge County
Salem City

LYNCHBURG (REGION 2)

20353 Timberlake Rd. Ste. A
P.O. Box 10336
Lynchburg, VA 24506-0336
Phone: 434-582-5136
Fax: 434-582-5140

Amherst County
Appomattox County
Brunswick County
Buckingham County
Campbell County
Charlotte County
Cumberland County
Danville City
Emporia City
Fluvanna County
Greensville County
Halifax County
Lunenburg County
Lynchburg City
Mecklenburg County
Nelson County

LYNCHBURG (continued)

Pittsylvania County
Prince Edward County

STAUNTON/ CHARLOTTESVILLE (REGION 3)

460 Commerce Sq.
Staunton, VA 24401-4432
Phone: 540-332-7800
Fax: 540-332-7814

Albemarle County
Augusta County
Charlottesville City
Clarke County
Culpepper County
Fauquier County
Frederick County
Greene County
Harrisonburg City
Madison County
Orange County
Page County
Rappahannock County
Rockingham County
Shenandoah County
Staunton City
Warren County
Waynesboro City
Winchester City

ALEXANDRIA (REGION 4)

6308 Grovedale Dr.
Alexandria, VA 22310-2551
Phone: 703-313-4432
Fax: 703-313-4444

Alexandria City
Arlington County
Fairfax City
Fairfax County
Falls Church City
Loudoun County
Manassas City
Manassas Park City
Prince William County

SOUTHWEST (REGION 5)

545 W. Main St.
P.O. Box 205
Abingdon, VA 24212-0205
Phone: 276-676-5502
Fax: 276-676-5549

Bland County
Bristol City
Buchanan County
Carroll County
Dickenson County
Galax City
Giles County
Grayson County
Lee County
Norton City
Pulaski County
Radford City
Russell County
Scott County
Smyth County
Tazewell County
Washington County
Wise County
Wythe County

RICHMOND (REGION 6)

2901 Hermitage Rd.
P.O. Box 27491
Richmond, VA 23261-7491
Phone: 804-213-4624
Phone: 804-213-4620
Fax: 804-213-4638

Amelia County
Charles City County
Chesterfield County
Colonial Heights City
Dinwiddie County
Essex County
Goochland County
Hanover County
Henrico County
Hopewell City
King and Queen County
King George County
King William County
Lancaster County
Louisa County

RICHMOND (continued)

New Kent County
Northumberland County
Nottoway County
Petersburg City
Powhatan County
Prince George County
Richmond City
Richmond County
Westmoreland County

FREDERICKSBURG SATELLITE OFFICE (REGION 6)

Lee Hill Building II
10304 Spotsylvania Ave.
Suite 101
Fredericksburg, VA 22408
Phone: 540-322-5440
Fax: 540-891-3153
Public hours:
10 a.m.–4 p.m., M–F

Caroline County
Fredericksburg City
Spotsylvania County
Stafford County

HAMPTON (REGION 7)

4907 W. Mercury Blvd.
P.O. Box 5226
Newport News, VA 23605
Phone: 757-825-7830
Fax: 757-825-7884

Franklin City
Gloucester County
Hampton City
Isle of Wight County
James City County
Mathews County
Middlesex County
Newport News City
Poquoson City
Southampton County
Suffolk City
Surry County
Sussex County
Williamsburg City
York County

CHESAPEAKE (REGION 8)

1103 S. Military Hwy.
Chesapeake, VA 23320
Phone: 757-424-6700
Fax: 757-424-6744

Accomack County
Chesapeake City
Norfolk City
Northampton County
Portsmouth City
Virginia Beach City

COMPLIANCE/INDUSTRY

2901 Hermitage Road
P.O. Box 27491
Richmond, VA 23261-7491
Phone: 804-213-4573

Gourmet Brewing Shop
Importer
Internet Wine Retailer
Manufacturer
Out-of-bond
Shipper
Wholesaler