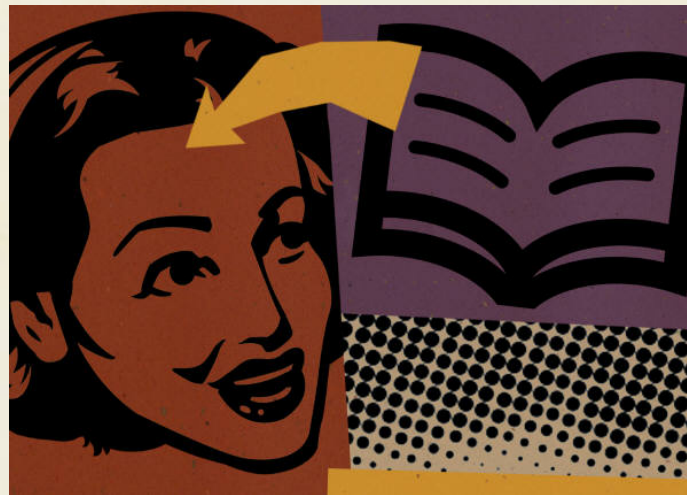


# Liquor Licensing 101



<http://liquorcontrol.vermont.gov>

# Liquor Licenses

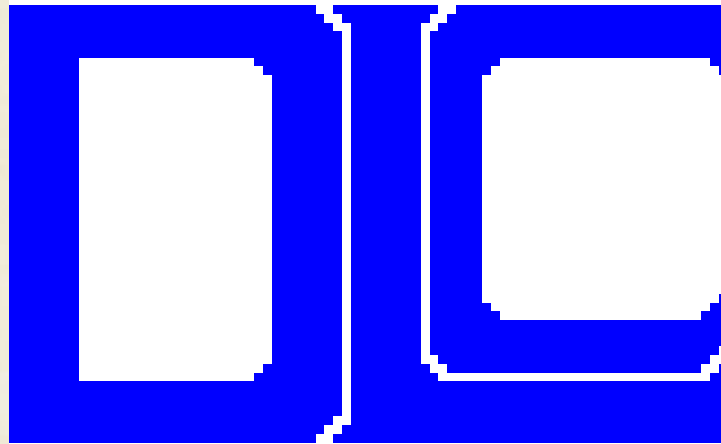


What Town & City Clerks Need to Know

<http://liquorcontrol.vermont.gov>



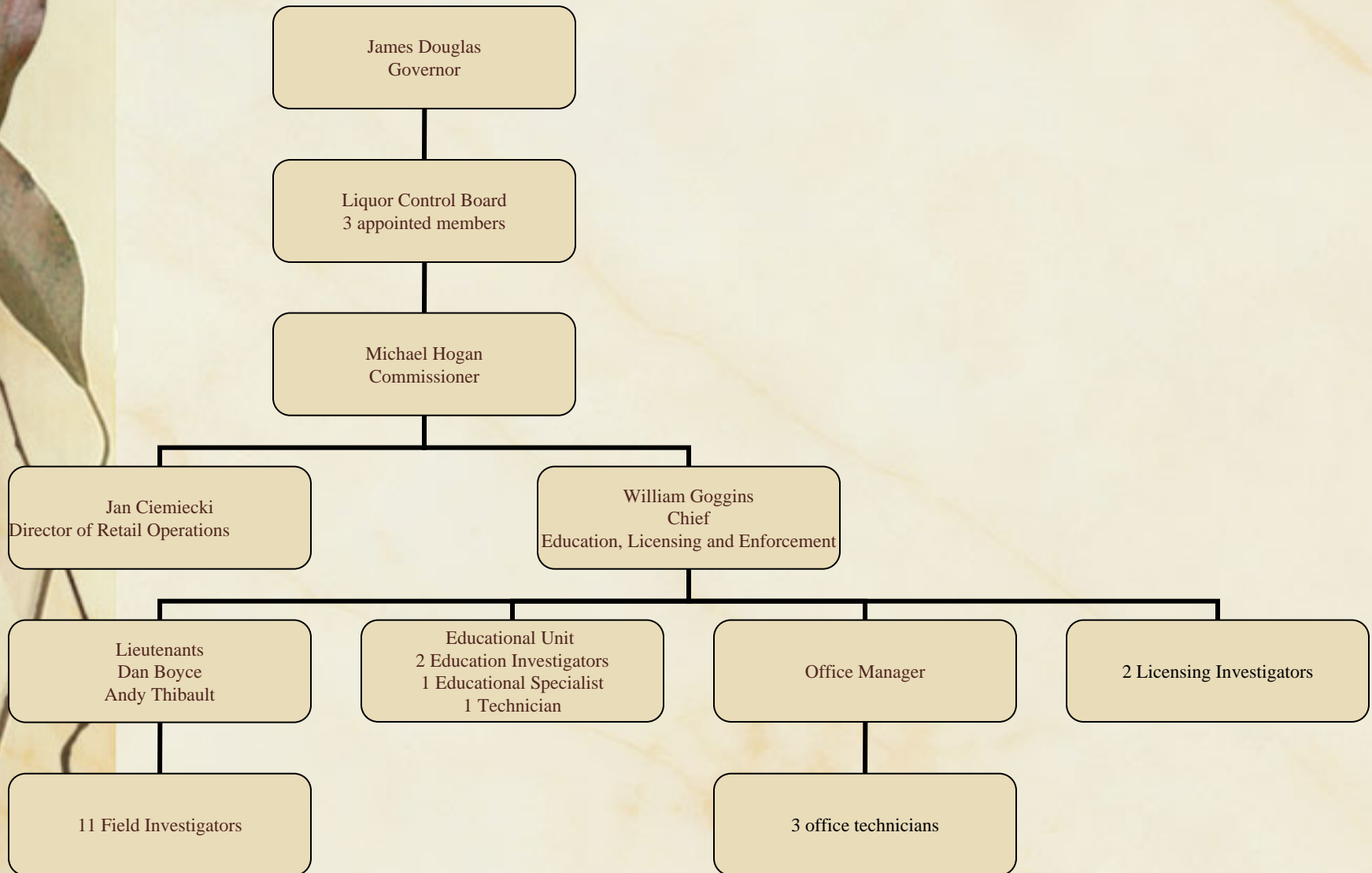
State of Vermont



Department of  
Liquor Control

<http://liquorcontrol.vermont.gov>

# Vermont Department of Liquor Control




# The Life of a Liquor License



<http://liquorcontrol.vermont.gov>

<http://liquorcontrol.vermont.gov>

- 
- 20\_\_ First/Second Class Liquor License Application
  - Please file application in duplicate
  - Print Full Name of Person, Partnership, Corporation, or LLC
  - Doing Business As – Trade Name
  - Physical Address of Premise
  - Telephone Number
  - Mailing Address
  
  - Fee for Any First Class: \$100 to Town/City : \$100 to DLC
  - Fee for Any Second Class: \$50 to Town/City : \$50 to DLC

# Types of Licenses

- 1<sup>st</sup> Class (on premise)
- 2<sup>nd</sup> Class (off premise)
- 3<sup>rd</sup> Class (on premise liquor)
- Caterer's Permit
- Outside Consumption permit
- Multiple other types



# The Life of a Liquor License

- ❖ 1. Applicant gets application forms from Town / City Clerk; DLC; or online
- ❖ 2. Applicant files completed forms with Town/City
- ❖ 3. Completed Application goes before Town Selectmen/City Aldermen at a duly warned public meeting



# The Life of a Liquor License

- ❖ 4. Approved application forwarded by Town/City Clerk to DLC
- ❖ 5. One copy sent out to Licensing Investigator
- ❖ 6. Investigator meets with applicant to determine the following:
  - ❖ a Do they have a proper health license (1<sup>st</sup> class only)
  - ❖ b Do they have meals & rooms tax license (1<sup>st</sup> class) or Sales and Use license (2<sup>nd</sup> class)



# The Life of a Liquor License

- ❖ c) Do they have a proper lease or deed?
- ❖ d) What do their background checks reveal?
- ❖ e) Have they met the education requirements?
- ❖ OK!!! Then...

# The Life of a Liquor License

- ❖ 7. Completed investigation packet is sent to DLC Licensing Division for review
- ❖ 8. If all is in order, license issued and mailed to Town/City Clerk for signature
- ❖ 9. Licensee places signed liquor license on wall of business
- ❖ 10. Copy of license filed in Town/City Clerk's office; other copy returned to DLC

# How long does this take?

- Normal turnaround time for DLC once new application received from Town/City Clerk is 2~4 weeks





# Special Situations

- Conditions placed on license by your board
- 7 V.S.A. §236. Suspension or revocation of license or permit; (page 26)

..... (a) The control commissioners or the liquor control board shall have power to suspend or revoke any permit or license granted pursuant to this title in the event the person holding such permit or license shall at any time during the term thereof so conduct his or her business as to be in violation of this title, the conditions pursuant to which such permit or license was granted or of any rule or regulation prescribed by the liquor control board. No revocation shall be made until the permittee or licensee shall be notified and be given a hearing before the liquor control board, unless such permittee or licensee shall have been convicted by a court of competent jurisdiction of violating the provisions of this title. In the case of a suspension, the permittee or licensee shall be notified and given a hearing before the liquor control board or the local governing body, whichever applies. A tobacco license may not be suspended or revoked for a first-time violation. Suspension or revocation of a tobacco license shall not affect any liquor license held by the licensee.

# Special Situations

- Residency Requirements
- 7 V.S.A. § 222. First and second class licenses, granting of; (page 20)
- 7 V.S.A. § 223. First and second class licenses; residence requirements; (page 21)

# Special Situations

➤ § 166. Control commissioners (page 19)

There shall be control commissioners in each town and city. Such control commissioners shall be the selectmen in each town and city council in each city. The town and city clerks shall be recording officers and clerks of the commissioners and be paid as hereinafter provided.

7 V.S.A. § 167. Duties of local control commissioners (page 19)

# Catering Requests

- Issued in Montpelier upon application.
- **Definition: page 3, #6** (6) "Caterer's permit": a permit issued by the liquor control board authorizing the holder of first and third class licenses for a cabaret, restaurant or hotel premises to serve malt or vinous beverages or spirituous liquors at a function located on premises other than those occupied by a first, first and third, or second class licensee to sell alcoholic beverages.
- **Time period for requests: page 102, #6.**  
Request for catering must be made by a first & third class licensee also holding a catering license at least fifteen days prior to date of catered party. The fifteen-day requirement may be shortened, but not less than five days prior to the occasion, at the discretion of the local control commissioners.
- **Faxing is allowed.**



# Outside Consumption

- ✓ **Requirement:** page 107, #43. There is to be no consumption of alcoholic liquor in any open area, on or in connection with licensed premises, without first obtaining an outside consumption permit from the local control commissioners and approval by the Liquor Control Board. Such area is to be controlled and defined by a physical barrier.
- ✓ **Must be first submitted to town for action.**
- ✓ **Criteria for issuance:**
  - 1) Defined area.
  - 2) Adequate lighting.
  - 3) Proper supervision.

# Any Questions?



(802) 828-2339 or (800) 832-2339 in Vermont

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