



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.
 - Application fee(s), which is \$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 \$20. (*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 VA 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 VA 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:
 - VA 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.



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 non-profit 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):

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"/> Limited service hotel |
| <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"/> Importer | <input type="checkbox"/> Wholesaler |
| <input type="checkbox"/> Delivery permit (out-of-state) | <input type="checkbox"/> Internet wine retailer | <input type="checkbox"/> Winery |
| <input type="checkbox"/> Other: _____ | | |

16. Does owner currently hold an ABC license at this location? No. Yes. 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 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.

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, each member 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 only one)

<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) _____
 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, each member 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 only one)

<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) _____
 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.



License number (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 2

Before proceeding to Part 2, you must verify that VA ABC has received Part 1 of you 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): _____
- 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) _____

7. 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	Sales	Inventory (wholesale value)
Bulk edible food/grocery items (grocery and convenience store only)		
Individual packaged items (grocery and convenience store only)		
Gourmet items (gourmet shop only)		
Prepared foods (delicatessen only)		
Non-food items		
Non-alcoholic beverages		
Wine and beer		
Total		



License number (for office use only):

RETAIL LICENSE APPLICATION—PART 2

DETAILED BUSINESS INFORMATION (continued)

8. Restaurants

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

9. Bed and breakfast

Number of bedrooms for overnight guests: _____

REQUIRED DOCUMENTS FOR ALL ESTABLISHMENTS

10. 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, 10-percent 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: Agent 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 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.)



License number (for office use only):

RETAIL LICENSE APPLICATION—PART 2

ADDITIONAL REQUIRED DOCUMENTS

- 11. **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.
- 12. **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.
- 13. **General partnership**
 - a. Statement of partnership authority;
 - b. Certificate of partnership; and
 - c. Copy of partnership agreement.
- 14. **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).
- 15. **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.
- 16. **Limited liability company (LLC)**
 - a. Copy of certificate of organization;
 - b. Copy of articles of organization;
 - c. Copy of annual report filed with the State Corporation Commission (if LLC is older than one year);
 - d. Copy of operating agreement; and
 - e. Copy of management agreement (if applicable).
- 17. **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

- 18. Your local city or county government **may** require you to obtain these permits before opening. Please provide VA ABC with copies if requested.
 - 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.



License number (for office use only):

RETAIL LICENSE APPLICATION—POSTING AND PUBLISHING

INSTRUCTIONS

- Notice posting and publishing **must not** be started until VA 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 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)

_____ Virginia _____
(county) (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)



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>Mixed Beverage Restaurant Limited</i> (Note: Allows use of no more than six varieties of liqueurs) 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
	<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
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

Wine and beer on-premises privileges are required to apply for a mixed beverage license. Both privileges may be applied for simultaneously.

(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 Shipper	Brewery, off-premises retail business	\$ 65.00
Wine Shipper	Winery, farm winery, off-premises retail business	\$ 65.00
Wine and Beer Shipper	Winery, farm winery, brewery, off-premises retail business	\$ 65.00
Internet Wine Retailer	Occupies commercial space but is not a retail store; orders are via Internet or telephone	\$ 150.00
Delivery Permit (Out of State)	Brewery, winery, farm winery, off-premises retail business	\$ 120.00
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
Gourmet Brewing Shop	Rented facility for manufacturing, fermenting and bottling beer	\$ 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 nonalcoholic 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 stores. Edible items shall mean a variety of such



RETAIL LICENSE APPLICATION—RETAIL LICENSE INFORMATION

items normally used in preparation of meals and from each of the following food groups: dairy, meat, grain, vegetables and fruit. 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 in edible items stated above.

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 pro-

duced. 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. Edible items shall mean a variety of food products and liquids used in the preparation of meals from each of the following groups: dairy, meat, grain, vegetables and fruit. 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. 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. Inventory must consist of the edible items stated above.

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.

LIMITED SERVICE HOTEL

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.

MIXED BEVERAGE LICENSE LIMITED

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 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 liqueur-based drinks shall not exceed 10 percent of the total annual gross sales. "Liqueur" is defined as any of a class of highly flavored alcoholic beverages that do not exceed an alcohol content of 25 percent by volume.

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, non-profit 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

<p>ROANOKE (REGION 1)</p> <p>2943 D Peters Creek Rd. Roanoke, VA 24019 Phone: 540-562-3604 Fax: 540-562-3612</p> <p>Alleghany County Botetourt County Covington City Craig County Floyd County Roanoke City Roanoke County Salem City</p>	<p>LYNCHBURG (REGION 2)</p> <p>20353 Timberlake Rd. Ste. A P.O. Box 10336 Lynchburg, VA 24506-0336 Phone: 434-582-5136 Fax: 434-582-5140</p> <p>Amherst County Appomattox County Bedford City Bedford County Buckingham County Campbell County Charlotte County Cumberland County Danville City Franklin County Halifax County Henry County Lunenburg County Lynchburg City Martinsville City Mecklenburg County Nelson County Patrick County Pittsylvania County Prince Edward County</p>	<p>STAUNTON/ CHARLOTTESVILLE (REGION 3)</p> <p>460 Commerce Sq. Staunton, VA 24401-4432 Phone: 540-332-7800 Fax: 540-332-7814</p> <p>Albemarle County Augusta County Bath County Buena Vista City Charlottesville City Clarke County Culpepper County Fauquier County Fluvanna County Frederick County Greene County Harrisonburg City Highland County Lexington City Louisa County Madison County Orange County Page County Rappahannock County Rockbridge County Rockingham County Shenandoah County Staunton City Warren County Waynesboro City Winchester City</p>	<p>RICHMOND NORTH (REGION 5)</p> <p>2901 Hermitage Rd. P.O. Box 27491 Richmond, VA 23261-7491 Phone: 804-213-4620 Fax: 804-213-4638</p> <p>Caroline County Essex County Fredericksburg City Goochland County Hanover County Henrico County King and Queen County King George County King William County Lancaster County New Kent County Northumberland County Richmond County Spotsylvania County Stafford County Westmoreland County</p>	<p>HAMPTON (REGION 7)</p> <p>4907 W. Mercury Blvd. P.O. Box 5226 Newport News, VA 23605 Phone: 757-825-7830 Fax: 757-825-7884</p> <p>Franklin City Gloucester County Hampton City Isle of Wight County James City County Hanover County Middlesex County Newport News City Poquoson City Southampton County Suffolk City Surry County Williamsburg City York County</p>
<p>ABINGDON (REGION 1 SATELLITE)</p> <p>545 W. Main St. P.O. Box 205 Abingdon, VA 24212-0205 Phone: 276-676-5502 Fax: 276-676-5549</p> <p>Bland County Bristol City Buchanan County Carroll County Dickenson County Galax City Giles County Grayson County Lee County Montgomery County Norton City Pulaski County Radford City Russell County Scott County Smyth County Tazewell County Washington County Wise County Wythe County</p>				
		<p>ALEXANDRIA (REGION 4)</p> <p>6308 Grovedale Dr. Alexandria, VA 22310-2551 Phone: 703-313-4432 Fax: 703-313-4444</p> <p>Alexandria City Arlington County Fairfax City Fairfax County Falls Church City Loudoun County Manassas City Manassas Park City Prince William County</p>	<p>RICHMOND SOUTH (REGION 6)</p> <p>2901 Hermitage Rd. P.O. Box 27491 Richmond, VA 23261-7491 Phone: 804-213-4624 Fax: 804-213-4638</p> <p>Amelia County Brunswick County Charles City County Chesterfield County Colonial Heights City Dinwiddie County Emporia City Greensville County Hopewell City Nottoway County Petersburg City Powhatan County Prince George County Richmond City Sussex County</p>	<p>CHESAPEAKE (REGION 8)</p> <p>1103 S. Military Hwy. Chesapeake, VA 23320 Phone: 757-424-6700 Fax: 757-424-6744</p> <p>Accomack County Chesapeake City Norfolk City Northampton County Portsmouth City Virginia Beach City</p>
				<p>COMPLIANCE/INDUSTRY</p> <p>2901 Hermitage Road P.O. Box 27461 Richmond, VA 23261-7491 Phone: 804-213-4573</p> <p>Gourmet Brewing Shop Importer Internet Wine Retailer Manufacturer Out-of-bond Shipper Wholesaler</p>