

Total paid: \$ <i>(office use only)</i>
Receipt number: <i>(office use only)</i>



Virginia Alcoholic Beverage  
Control Authority

Agent: <i>(office use only)</i>
Record number: <i>(office use only)</i>

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## CULINARY PERMIT APPLICATION

### A. INSTRUCTIONS

1. Print legibly in black ink.
2. Read thoroughly and complete all applicable sections.
  - *Current Licensee:* Complete Sections B–C, G–H
  - *Organization:* Complete Sections B, D–E, G–H
  - *Individual:* Complete Sections B, F–H
3. Mail the following items to the address below:
  - *Completed application*
  - All required documents
  - *Nonrefundable application fee of \$50*
4. Upon application approval a Permit Issuance fee is required.
  - *Culinary Issuance fee of \$50.00*

**Virginia Alcoholic Beverage Control Authority**  
**License Records Management**  
**PO Box 3250**  
**Mechanicsville, VA 23116**

### B. BUSINESS LOCATION

1. Facility Establishment Name: *(if applicable)* \_\_\_\_\_
2. Address: *(street)* \_\_\_\_\_  
*(city/town)* \_\_\_\_\_ *(state)* \_\_\_\_\_ *(zip + 4)* \_\_\_\_\_

### C. LICENSED PROFESSIONAL (CURRENT LICENSEE)

**DIRECTIONS:** Either *Section C-Current License* or *Section D-Permitee* is required.

1. Facility Establishment Name/Trade Name: \_\_\_\_\_
2. Existing License Number: \_\_\_\_\_
3. Primary Phone Number: \_\_\_\_\_
4. Address: *(street)* \_\_\_\_\_  
*(city/town)* \_\_\_\_\_ *(state)* \_\_\_\_\_ *(zip + 4)* \_\_\_\_\_

### D. PERMITEE-ORGANIZATION

**DIRECTIONS:** If the organization is applying directly for a license then Section E is required to be completed with an associated individual's contact information.

1. Organization Name: \_\_\_\_\_
2. Primary Phone Number: \_\_\_\_\_
3. Address: *(street)* \_\_\_\_\_  
*(city/town)* \_\_\_\_\_ *(state)* \_\_\_\_\_ *(zip + 4)* \_\_\_\_\_

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## CULINARY PERMIT APPLICATION

### E. ASSOCIATED INDIVIDUAL

1. Individual First Name and Last Name: \_\_\_\_\_
2. Preferred method of contact:  Phone  Email  Postal Mail
3. Primary Phone Number: \_\_\_\_\_
4. Email Address: \_\_\_\_\_
5. Address: (street) \_\_\_\_\_  
(city/town) \_\_\_\_\_ (state) \_\_\_\_\_ (zip + 4) \_\_\_\_\_

### F. PERMITEE-INDIVIDUAL

1. First Name, Last Name: \_\_\_\_\_
2. Primary Phone Number: \_\_\_\_\_
3. Address: (street) \_\_\_\_\_  
(city/town) \_\_\_\_\_ (state) \_\_\_\_\_ (zip + 4) \_\_\_\_\_

### G. CULINARY INFORMATION

1. Describe the type of establishment where food will be prepared: \_\_\_\_\_  
\_\_\_\_\_
2. \*What type of alcohol will you be cooking with? \_\_\_\_\_  
\_\_\_\_\_
3. Where will the alcohol be stored? \_\_\_\_\_  
\_\_\_\_\_
4. Describe the method of food preparation: \_\_\_\_\_  
\_\_\_\_\_

### H. APPLICANT'S SIGNATURE

I swear or affirm under penalty of law that the information on this application and all the attachments are true and accurate. I understand that falsification and/or misrepresentation of information may result in refusal of the license(s) and/or criminal charges.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

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## PERMIT APPLICATIONS

### REQUIRED DOCUMENTS FOR PERMIT APPLICATIONS

PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS. *All documents must be received for agent's investigation to begin.*

**1. Authorized Warehouse:**

- A.  Shipper Contract
- B.  Supporting Documentation

**2. Common Carrier:**

- Documentation of Approval as an Interstate Carrier

**3. Culinary:**

- A.  Recipes

**4. Import Personal Alcohol:**

- A.  Military Orders
- B.  Military ID
- C.  Supporting Documentation

**5. Industrial Alcohol:**

- A.  Supporting Documentation for exempt entities

**6. One-Time Sale:**

- A.  Court Order
- B.  Death Certificate *(if applicable)*
- C.  Inventory

**7. Out of Bond:**

- A.  Articles of Incorporation/Organization or similar
- B.  Diagram of Warehouse
- C.  Lease or Deed
- D.  Memorandum of Understanding *(optional)*
- E.  Federal ID Number (FEIN)
- F.  SCC eFile Report/Virginia SCC Authorization Letter

**8. Grain:**

- A.  Proof of Business *(if applicable)*
- B.  Proof of Good Cause

**9. Out-of-State Delivery:**

- A.  ABC License from State of Issuance
- B.  Articles of Incorporation/Organization or similar
- C.  Background Verification
- D.  Brand List
- E.  SCC eFile Report/Virginia SCC Authorization Letter
- F.  Virginia Sales Tax Certificate
- G.  Federal ID Number (FEIN)

**10. Sacramental Wine:**

- A.  Request letter from officer of congregation

**11. Solicitor Salesman:**

- A.  Brand List *(if applicable)*
- B.  Letter of Authorization of Agreement Addendum for Solicitor Salesman Permit *(if applicable)*

**12. Solicitor Tasting:**

- A.  Completed Agreement Addendum

**13. Still:**

- A.  Drawing of Still Location
- B.  Photograph of Still

**14. Transportation:**

- A.  Federal Motor Safety Information

**15. Trustee:**

- A.  Court Order
- B.  Inventory
- C.  Death certificate *(optional)*

**16. Walking Tour or Sightseeing Carrier:**

- A.  DMV Contract Passenger Carrier Operating Authority Certificate *(if applying for Sightseeing Carrier permit)*

**17. Wine or Licensee Off-Site Storage:**

- A.  Lease or Deed
- B.  TTB Application/Permit