Total paid: $ *(office use only)*
Receipt number: *(office use only)*

Virginia Alcoholic Beverage Control Authority

Agent: *(office use only)*
Record number: *(office use only)*

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PART 1: INDUSTRY APPLICATION

A. INSTRUCTIONS

PART 1 OF THE APPLICATION

Mail or deliver the following to Virginia ABC Headquarters in Hanover (address located at the top of each page of the application). Applications can be accepted at regional offices; however, delays in administrative processing may result from this method of submission as regional offices must forward all applications to the Central Office.

1. Part 1, Sections D–R of the application.
2. **Nonrefundable** application fee(s) of $195 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 $390.)
3. Fee for criminal background check(s). To calculate fee: Multiply the number of persons who must submit a personal data sheet (Section F — Related Individual Entity) x $15. (*Exceptions*: Background checks are not required for shippers. Background check fees are not applicable for out-of-state applicants.)
4. Review the lists of required documents (pg. 11); submit any available documents from these lists along with Part 1 of the application.

ADDENDUM: Continuation of Operations Permit (COOP)

If assuming or continuing operation of an existing Virginia ABC licensed establishment.

ADDENDUM: Related Business Entity *(if needed)*

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.**

1. Post Notice on proposed place of business (see pgs. 16-17).
2. Publish Newspaper Notice (pg. 18).

***Note:* An ABC license cannot be issued until:**

A. Virginia ABC has received all required documents. **Failure to provide required documents is the primary cause of delay in the licensing process.**
B. A special agent has completed his/her investigation. The special agent will begin investigation only after submission of all required documents.
C. All fees have been paid.
D. Any local government or citizen objections have been resolved. Code of Virginia compels Virginia ABC to afford citizens of the Commonwealth 30 days, from the date of first newspaper publication, in which to lodge a valid objection to the issuance of an ABC license.
E. The establishment is in operation or ready to open.

B. INDUSTRY LICENSE FEES

TYPE OF LICENSE	TYPE OF ESTABLISHMENT	FEE
Brewery: Up to 500 Barrels	Industry Brewery	$380.00
Brewery: 501-10,000 Barrels	Industry Brewery	$2,350.00
Brewery: Over 10,000 Barrels	Industry Brewery	$4,690.00
Limited Brewery: Up to 500 Barrels	Industry Brewery	$380.00
Limited Brewery: 501-10,000 Barrels	Industry Brewery	$2,350.00
Limited Brewery: 10,0001-15,000 Barrels	Industry Brewery	$4,690.00
Distillery: 5,000 or Less Gallons	Industry Distillery	$490.00
Distillery: 5,001-36,000 Gallons	Industry Distillery	$2,725.00
Distillery: Over 36,000 Gallons	Industry Distillery	$4,060.00
Limited Distillery: 5,000 or Less Gallons	Industry Distillery	$490.00
Limited Distillery: 5,001-36,000 Gallons	Industry Distillery	$2,725.00
Limited Distillery: Over 36,000 Gallons	Industry Distillery	$4,060.00
Farm Winery: Class A	Industry Farm Winery	$245.00
Farm Winery: Class B	Industry Farm Winery	$4,730.00
Importer: Beer	Industry Importer	$460.00
Importer: Wine	Industry Importer	$460.00

(continued)

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PART 1: INDUSTRY APPLICATION

B. INDUSTRY LICENSE FEES, *continued*

TYPE OF LICENSE	TYPE OF ESTABLISHMENT	FEE
Beer Bottler	Industry Specialty	$1,500.00
Fulfillment Warehouse	Industry Specialty	$210.00
Gourmet Brewing Shop	Industry Specialty	$320.00
Marketing Portal	Industry Specialty	$285.00
Shipper	Shipper	$230.00
Internet Retailer	Internet Retailer	$240.00
Beer Wholesaler: 300,000 or less	Industry Wholesaler	$1,005.00
Beer Wholesaler: 300,001-600,000	Industry Wholesaler	$1,545.00
Beer Wholesaler: More than 600,000	Industry Wholesaler	$2,010.00
Wine Wholesaler: 30,000 or less	Industry Wholesaler	$240.00
Wine Wholesaler: 30,001-150,000	Industry Wholesaler	$1,200.00
Wine Wholesaler: 150,001-300,000	Industry Wholesaler	$1,845.00
Wine Wholesaler: More than 300,000	Industry Wholesaler	$2,400.00
Winery: 5,000 or Less	Industry Winery	$215.00
Winery: Over 5,000	Industry Winery	$4,210.00

Keg Book Fee $10.

NOTE: *If you do not find your establishment type listed here, you may call License Records Management at (804) 213-4577.*

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PART 1: INDUSTRY APPLICATION

C. PRIVACY STATEMENT

PRIVACY STATEMENT: *Date of birth and federal and state tax identification numbers are collected for proof of identity. The Virginia Alcoholic Beverage Control Authority (ABC) considers all personal/tax information collected as confidential information and will 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.* ***In the event a refund is requested, a state tax identification number will be required.***

D. BUSINESS LOCATION ADDRESS

1. *Trade name of business: _____
2. *Physical address: *(street)* _____
   (city/town) _____ *(state)* _____
   (zip + 4) _____ *(county, if applicable)* _____
3. Day phone: _____ 4. Fax: _____
5. Virginia Sales and Use Tax Account number: _____

E. OWNER/PRIMARY BUSINESS ENTITY INFORMATION

NOTICE: *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.*

1. *Organization 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. Only if a sole proprietor, enter first, middle and last name.
2. *Federal Employer Identification Number (FEIN): *(XX-XXXXXXX)* _____
3. Address: *(street)* _____
   (city/town) _____ *(state)* _____
   (zip + 4) _____ *(county, if applicable)* _____
4. Day phone: _____ 5. Fax: _____
6. *Preferred method of contact: ☐ Fax ☐ Phone ☐ Postal Mail
7. *Is this business entity owned by another entity? ☐ Yes ☐ No
8. *Were stock certificates issued? ☐ Yes ☐ No
9. Is the business entity an out of state entity? ☐ Yes ☐ No
   If yes, is this business entity registered with the Virginia State Corporation Commission? ☐ Yes ☐ No
10. *Does the group/entity hold IRS tax-exempt status? ☐ Yes ☐ No
11. Nonprofit tax exemption status: Is this business a subordinate of a national nonprofit? ☐ Yes ☐ No
12. What is the name of the national nonprofit organization? _____
13. Is this company a private club? ☐ Yes ☐ No
    If yes, total number of group members: _____
14. Legal business name: _____

** Mandatory field*

PART 1: INDUSTRY APPLICATION

E. OWNER/PRIMARY BUSINESS ENTITY INFORMATION, *continued*

15. *Legal business structure *(check only one)*:

- ☐ **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 Virginia 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 Virginia State Corporation Commission.)*
- ☐ **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 Virginia State Corporation Commission.)*
- ☐ **Corporation For Profit.** 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 Virginia State Corporation Commission.)*
- ☐ **Corporation Nonprofit.** An entity with a legal existence which may have members, but not owners. Nonstock corporations are usually organized for not-for-profit purposes, such as a tax-exempt, charitable organization or a property owners' association. *(Must register with the Virginia 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 Virginia 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 Virginia State Corporation Commission.)*

16. *Do you have a State Corporation Commission Entity ID number? ☐ Yes ☐ No

If yes, ID number:_____

17. Additional State Corporation Commission information: _____

_____

_____

** Mandatory field*

OFFICE USE ONLY

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

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PART 1: INDUSTRY APPLICATION

F. RELATED INDIVIDUAL ENTITY

Enter primary or first individual's personal data below. Multiple individuals may be required to provide personal data (see criteria below). Duplicate this sheet and complete for each individual. Personal data is required for:

- Sole Proprietor or General Partnership: owners and partners
- LP, LLP or LLC: members and managers with 10% or greater interest
- Corporation: officers, directors and stakeholders with 10% or greater ownership
- Association or Tax-Exempt Private Club: officers, directors and trustees

Criminal background check fees are $15 per individual unless a valid background check has been completed within the past two years.

1. *Full name: *(last)*_____ *(first)*_____ *(middle)*_____
2. *Driver's license (DL) number ☐ ***OR*** Social Security number ☐ : _____ *(DL state)* _____
3. *Date of birth*: *(MM/DD/YYYY)* _____
4. *For the purpose of conducting a background check, please indicate your gender*: ☐ Male ☐ Female
5. *Are you a U.S. citizen? ☐ Yes ☐ No If no, provide a copy of immigration card.
6. *Do you reside in Virginia? ☐ Yes ☐ No If yes, how long have you lived here? *(years)* _____ *(months)*_____
7. *Do you currently reside or have you resided in Alabama, California, Arizona or another country in past 12 months? ☐ Yes ☐ No
8. *Home phone: _____ 9. Alternate phone: _____
10. *Current home address: _____
11. Previous home address: _____
    Complete if you have lived at your current address less than one year.
12. *What is the relationship to the Primary Business Entity? *(select only one)*

☐ Other	☐ Trustee	☐ Shareholder	☐ Managing Member	☐ Limited Liability Partner
☐ Owner	☐ Director	☐ Member (LLC)	☐ Sole Proprietor	☐ Member *(Limited Partnership)*
☐ Member	☐ Solicitor	☐ General Manager	☐ Individual Partner	
☐ Officer	☐ Proprietor	☐ General Partner	☐ Member *(Corporation)*	
☐ Partner	☐ Subsidiary	☐ Limited Partner	☐ Wholly Owned Subsidiary	

13. *Percentage owned in primary business entity: _____ 14. Shares owned: _____
15. *Do you currently have financial interest in any business selling alcoholic beverages? ☐ Yes ☐ No
    If yes, provide: *(ABC license number)* _____ *(trade name)* _____
    (address) _____
16. *Have you ever had any type of alcoholic beverage license refused, revoked or suspended? ☐ Yes ☐ No
    If yes, provide: *(trade name)* _____ *(date)* _____
    (address) _____
17. *Have you ever been convicted of any of the following: A. Motor vehicle violation(s) *(not including parking tickets)*? ☐ Yes ☐ No
    B. Driving while intoxicated? ☐ Yes ☐ No C. Other criminal offense(s)? ☐ Yes ☐ No
    If yes to any convictions, provide the following information (using additional sheets of paper if necessary): *(date)* _____
    (location) _____ *(offense)* _____
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)* _____

** Mandatory field*

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PART 1: INDUSTRY APPLICATION

G. DETAILED BUSINESS INFORMATION

Note: *This form may be required upon review of your business structure. VA ABC will provide notification and instructions if this information is required.*

ALCOHOL INFORMATION

1. **Choose the type of business conducted at the establishment** *(check only one)* **and then where applicable, proceed to the section listed next to it.**

☐ 1. Beer Bottler	*No Additional Section Required*
☐ 2. Brewery	*Brewery (H)*
☐ 3. Distillery	*Distillery (I)*
☐ 4. Farm Winery	*Farm Winery (J)*
☐ 5. Fulfillment Warehouse	*No Additional Section Required*
☐ 6. Gourmet Brewing Shop	*No Additional Section Required*
☐ 7. Importer	*Importer (K)*
☐ 8. Internet Retailer	*Internet Retailer (O)*
☐ 9. Limited Brewery	*Brewery (H)*
☐ 10. Limited Distillery	*Distillery (I)*
☐ 11. Marketing Portal	*No Additional Section Required*
☐ 12. Shipper	*Shipper (N)*
☐ 13. Wholesaler	*Wholesaler (L)*
☐ 14. Winery	*Winery (M)*

2. *Alcohol Information *(check all that apply)*: ☐ Beer ☐ Wine ☐ Distilled Spirits

DAYS AND HOURS OF OPERATION

3. *Date which you began or will begin operation of business: _____

4. *Operational days and hours: _____

LOCATION INFORMATION

5. *Do you own or lease the location of the establishment? *(select only one)* ☐ Leased ☐ Owned

6. Landlord's name: _____ 11. Landlord's phone: _____

6. Landlord's address: _____

7. *Is the parking lot private or shared? *(select only one)* ☐ Private ☐ Shared

8. *Interior square footage to be licensed: _____ 15. *Patio square footage to be licensed: _____

9. *Approximate acreage on the property: _____

PART 1: INDUSTRY APPLICATION

G. DETAILED BUSINESS INFORMATION, *continued*

ESTABLISHMENT INFORMATION

10. *Who operates the establishment? *(select only one)* ☐ Owner ☐ Management Company ☐ Franchisee

11. *Is any employee paid a percentage of the proceeds? ☐ Yes ☐ No

    Provide an explanation: _____

COOP PERMIT INFORMATION

12. *Are you assuming or continuing operation of an existing Virginia ABC licensed establishment (COOP)? ☐ Yes ☐ No
    If yes, complete Addendum—Continuation of Operations Permit (COOP), pgs. 14-15. ☐ Complete

DELIVERY PERMIT INFORMATION

13. Do you wish to have the delivery permit privilege? ☐ Yes ☐ No

KEG PERMIT INFORMATION

14. Do you wish to sell kegs for off premise consumption? ☐ Yes ☐ No

COMMENTS

15. Please provide Virginia ABC with any comments that you would like to share related to this application: _____

_____

_____

H. BREWERY

1. *Are you qualified to be a limited brewery? ☐ Yes ☐ No
2. *Approximately how many barrels of beer do you intend to produce annually? ☐ Up to 500 ☐ 501-10,000 ☐ Over 10,000
3. *Do you plan to utilize the delivery privilege included with the license? ☐ Yes ☐ No
   NOTE: Breweries are authorized to sell and deliver beer and kegs. Monthly reports are required for any month a delivery is made.
4. *Do you plan to utilize the keg privilege included with the license? ☐ Yes ☐ No
   NOTE: Breweries are authorized to sell and deliver beer and kegs. Keg books are required and available for purchase from VA ABC.

I. DISTILLERY

1. *Are you qualified to be a limited distillery? ☐ Yes ☐ No
2. *Do you intend to use crops grown on your property to distill spirits? ☐ Yes ☐ No
3. *Approximately how many gallons of distilled spirits do you intend to produce annually? ☐ 500 or less ☐ 501 to 36,000 ☐ Over 36,000
4. Distillery Store Number: _____

** Mandatory field*

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PART 1: INDUSTRY APPLICATION

J. FARM WINERY

1. *Do you intend to use grapes/fruit grown on your property to make wine? ☐ Yes ☐ No
2. *Do you intend to use no more than 25% of fruit from outside Virginia to make your wine? ☐ Yes ☐ No
3. *Will you be selling your alcoholic beverages directly to consumers in a tasting room? ☐ Yes ☐ No
4. Do you plan to utilize the delivery privilege included with the license? ☐ Yes ☐ No

   NOTE: Farm Wineries are authorized to sell and deliver wine and kegs. Monthly reports are required for any month a delivery is made.
5. Do you plan to utilize the keg privilege included with the license? ☐ Yes ☐ No

   NOTE: Farm Wineries are authorized to sell and deliver wine and kegs. Keg books are required and available for purchase from VA ABC.

K. IMPORTER

The Code of Virginia authorizes you to sell to Virginia wholesalers who will distribute your product:

☐ Applicant is a Virginia wholesaler

☐ Applicant is in the process of applying to become a Virginia wholesaler

☐ Applicant will authorize a licensed Virginia wholesaler

L. WHOLESALER

1. *How many cases of beer do you plan to distribute annually?

   ☐ 300,000 cases or less annually ☐ More than 300,000 cases but not more than 600,000 annually ☐ More than 600,000 annually
2. *How many gallons of wine do you plan to distribute annually?

   ☐ 30,000 gallons or less annually ☐ More than 30,000 gallons but not more than 150,000 gallons annually

   ☐ More than 150,000 gallons but not more than 300,000 gallons annually ☐ More than 300,000 gallons annually

M. WINERY

1. *Approximately how many gallons of wine do you intend to produce annually? ☐ 5,000 or less ☐ Over 5,000

Wineries are authorized to sell and deliver wine and kegs. Monthly reports are required for any month a delivery is made. Keg books are required and available for purchase from VA ABC.

** Mandatory field*

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PART 1: INDUSTRY APPLICATION

N. SHIPPER

1. *Does the applicant own the brand? ☐ Yes ☐ No
2. Select the type of retail establishment from which the shipment will originate:

☐ Convenience Grocery Store	☐ Gourmet Shop	☐ Hotel with Restaurant and Caterer
☐ Delicatessen	☐ Grocery Store	☐ Restaurant
☐ Drug Store	☐ Hotel	☐ Resort Complex
☐ Gift Shop	☐ Hotel with Caterer	☐ Resort Complex with Restaurant
☐ Gourmet Oyster House	☐ Hotel with Restaurant	☐ Restaurant with Caterer

3. Select the industry type of establishment from which the shipment will originate: ☐ Brewery ☐ Farm Winery ☐ Winery
4. Which Airport is the establishment is located upon/within?_____
   A. Address: _____
   B. Terminal:_____ D. Concourse:_____ E. Suite:_____

O. INTERNET RETAILER

1. *What is the address of the website where you will be selling your wine or beer?_____
2. *Do you plan to utilize the delivery privilege included with the license? ☐ Yes ☐ No

   NOTE: Internet Retailers are authorized to sell and deliver beer and kegs. Monthly reports are required for any month a delivery is made.
3. *Do you plan to utilize the keg privilege included with the license? ☐ Yes ☐ No

   NOTE: Internet Retailers are authorized to sell and deliver beer and kegs. Keg books are required and available for purchase from VA ABC.

** Mandatory field*

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PART 1: INDUSTRY APPLICATION

P. APPLICANT'S SIGNATURE–REQUIRED

I swear or affirm under penalty of law that the information on this posting and publishing summary is 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: _____

OFFICE USE ONLY

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

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PART 1: INDUSTRY APPLICATION

Q. REQUIRED DOCUMENTS FOR ALL ESTABLISHMENTS

PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENT. ***All documents must be received for agent's investigation to begin. Not required for importers and out-of-state.***

☐ Lease or deed, including all amendments. Must be signed. *(Note: Must be in the name of the owner: 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. Only if a sole proprietor, first, middle and last name.)*

A. Landlord's name: _____ B. Telephone number: _____

B. Landlord's address: _____

R. ADDITIONAL REQUIRED DOCUMENTS FOR CERTAIN LICENSES

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

1. Brewery, Limited Brewery and Limited Distillery

A. ☐ Diagram of Space to be Licensed
B. ☐ Equipment List
C. ☐ Federal Permit
D. ☐ Wholesaler Indemnity Bond or Approved Waiver
E. ☐ VDACS Notification *(optional)*

2. Distillery and Farm Winery

A. ☐ Diagram of Space to be Licensed
B. ☐ Equipment List
C. ☐ Federal Permit
D. ☐ VDACS Notification (optional)

3. Importer

A. ☐ Federal Permit
B. ☐ Designation and Authorization (optional)
C. ☐ Product and Label Approval (optional)

4. Shipper

A. ☐ Brand Owner Authorization
B. ☐ Federal Label Approval
C. ☐ No Wholesaler Letter or Wholesaler Notice

5. Wholesaler

A. ☐ Diagram of Space to be Licensed
B. ☐ Federal Permit
C. ☐ Wholesaler Indemnity Bond or Approved Waiver

6. Wholesaler Limited Distillery

☐ Equipment List

7. Winery

A. ☐ Diagram of Space to be Licensed
B. ☐ Equipment List
C. ☐ Federal Permit
D. ☐ Wholesaler Indemnity Bond or Approved Waiver

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INDUSTRY ADDENDUM — RELATED BUSINESS ENTITY

SECTION 1

Note: *This form may be required upon review of your business structure. VA ABC will provide notification and instructions if this information is required.*

1. *Organization 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. Only if a sole proprietor, enter first, middle and last name.
2. *Federal Employer Identification Number (FEIN): *(XX-XXXXXXX)* _____
3. *Address: *(street)* _____
   (city/town) _____ *(state)* _____
   (zip + 4) _____ (county, if applicable) _____
4. Day phone: _____ 5. Fax: _____
6. *Preferred method of contact: ☐ Fax ☐ Phone ☐ Postal Mail
7. *Is this business entity owned by another entity? ☐ Yes ☐ No
8. *Were stock certificates issued? ☐ Yes ☐ No
9. Is the business entity an out of state entity? ☐ Yes ☐ No
   If yes, is this business entity registered with the Virginia State Corporation Commission? ☐ Yes ☐ No
10. *Does the group/entity hold IRS tax-exempt status? ☐ Yes ☐ No
11. Nonprofit tax exemption status: Is this business a subordinate of a national nonprofit? ☐ Yes ☐ No
12. What is the name of the national nonprofit organization? _____
13. Is this company a private club? ☐ Yes ☐ No
    If yes, total number of group members: _____
14. Legal business name: _____
15. Legal business structure *(check only one)*. *For descriptions of structures see "Owner/Primary Business Entity Information" section, page 4.*
    - ☐ **General partnership.**
    - ☐ **Corporation: For profit.**
    - ☐ **Limited liability partnership (LLP).**
    - ☐ **Limited partnership (LP).**
    - ☐ **Corporation: Nonprofit.**
    - ☐ **Limited liability company (LLC).**
    - ☐ **Sole proprietor.**
16. *Do you have a State Corporation Commission Entity ID number? ☐ Yes ☐ No
    If yes, ID number: _____
17. Virginia Sales and Use Tax Account number: _____
18. Additional State Corporation Commission information: _____
    _____
    _____

OFFICE USE ONLY

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

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ADDENDUM — CONTINUATION OF OPERATIONS PERMIT (COOP)

A. GENERAL COOP INFORMATION

Code of Virginia § 4.1-212 A 16 states: Any person who, through contract, lease, concession, license, management or similar agreement (herein after referred to as the contract), becomes lawfully entitled to the use and control of the premises of a person licensed by the Board to continue to operate the establishment to the same extent as a person holding such licenses, provided such person has made application to the Board for a license at the same premises. The permit shall (i) confer the privileges of any licenses held by the previous owner to the extent determined by the Board and (ii) be valid for a period of 120 days or for such longer period as may be necessary as determined by the Board pending the completion of the processing of the permittee's license application. No permit shall be issued without the written consent of the previous licensee. No permit shall be issued under the provisions of this subdivision if the previous licensee owes any state or local taxes, or has any pending charges for violation of this title or any Board regulation, unless the permittee agrees to assume the liability of the previous licensee for the taxes or any penalty for the pending charges. An application for a permit may be filed prior to the effective date of the contract, in which case the permit when issued shall become effective on the effective date of the contract. Upon the effective date of the permit, (a) the permittee shall be responsible for compliance with the provisions of this title and any Board regulation and (b) the previous licensee shall not be held liable for any violation of this title or any Board regulation committed by, or any errors or omissions of, the permittee.

For the purposes of this application the term contract will be defined as above. The terms "previous owner" and "previous licensee" shall be interchangeable with the term "current licensee." The term "permittee" shall be interchangeable with the term "applicant entity."

B. INSTRUCTIONS

- Type or print legibly in black ink.
- Read thoroughly and complete application in full.
- Complete both portions of Section 1.
- Complete Section 2, Number 1 or attach a list in the same format. This information can be obtained using the Licensee Search form on ABC's website under Licensee Resources.
- Check the appropriate box for Section 2, Number 2 and attach documents as required. State tax information can be obtained from the Virginia Department of Taxation (www.tax.virginia.gov). Local tax information can be obtained from the Commissioner of Revenue for each locality. Pending violation information should be obtained from the current licensee.
- Attach a copy of any related contract(s) for Section 2, Number 5.
- Complete Section 3.
- Complete Section 4. Have both **THE CURRENT LICENSEE** and **THE APPLICANT ENTITY** sign the affidavit. Each signature must be properly notarized.
- Include this complete Addendum with your Industry Application and all required documents and mail to:

  Virginia Alcoholic Beverage Control Authority
  License Records Management
  PO Box 3250
  Mechanicsville, VA 23111

C. PRIVACY STATEMENT

PRIVACY STATEMENT: Date of birth and federal and state tax identification numbers are collected for proof of identity. The Virginia Alcoholic Beverage Control Authority (ABC) considers all personal/tax information collected as confidential information and will 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.

Virginia Alcoholic Beverage
Control Authority

www.abc.virginia.gov/licenses | 804.213.4400 | 7450 Freight Way · Mechanicsville VA 23116 | PO Box 3250 · Mechanicsville VA 23116

ADDENDUM — CONTINUATION OF OPERATIONS PERMIT (COOP)

SECTION 1

WHEREAS, A CONTRACT EXISTS BETWEEN:

THE CURRENT LICENSEE

1. *Organization name: _____
2. *Address: (street) _____
3. (city/town) _____ 4. (state) _____ 5. (zip + 4) _____

AND

THE APPLICANT ENTITY

6. *Organization name: _____
7. *Address: (street) _____
8. (city/town) _____ 9. (state) _____ 10. (zip + 4) _____

SECTION 2

WHEREAS, THIS AGREEMENT:

1. Confirms that **THE APPLICANT ENTITY** has made application to the Board for a license for the location or locations represented in the contract and that are hereby listed or attached.
   - A. Current License Number: _____ B. Current Trade Name: _____
   - C. Applicant License Number: _____ D. Applicant Trade Name: _____
   - E. Physical Address: _____
2. Confirms that *(check any one box)*:
   - A. ☐ **THE CURRENT LICENSEE** does not owe any state or local taxes and does not have any pending charges for violation of Title 4.1 of the Code of Virginia or Board regulations.

     OR
   - B. ☐ **THE APPLICANT ENTITY** agrees to assume the liability of **THE CURRENT LICENSEE** for any state or local taxes owed and/or the penalty for any pending charges for violation of Title 4.1 of the Code of Virginia or Board regulations. A list of any pending charges including the charge or charges, current license number, current trade name, applicant license number, applicant trade name and physical location is hereby attached. A list of any state or local taxes owed is hereby attached in the same format.
3. Confirms that if a permit is issued, **THE APPLICANT ENTITY** shall be responsible for compliance with the provisions of this title and any Board regulation.
4. Confirms that if a permit is issued, **THE CURRENT LICENSEE** shall not be held liable for any violation of Title 4.1 of the Code of Virginia or any Board regulation committed by, or any errors or omissions of, **THE APPLICANT ENTITY**.
5. Confirms that a copy of the contract(s) as defined on page one is hereby attached to this application.
6. Serves as the written consent of **THE CURRENT LICENSEE** to the issuance of the permit to **THE APPLICANT ENTITY** .

SECTION 3

WHEREAS, THE CONTRACT AND THIS AGREEMENT:

Shall be executed and effective the _____ day of _____ (month), _____ (year).

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ADDENDUM — CONTINUATION OF OPERATIONS PERMIT (COOP)

SECTION 4

SWORN AFFIDAVITS:

THE CURRENT LICENSEE *(as identified on page 2)*

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

Name* *(print)*: _____

Signature: _____

Title: _____

Date: _____

NOTARIZATION OF AFFIDAVIT

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 his/her knowledge and belief.*

Notary Stamp (required of Virginia-appointed notaries public)

State of _____

County/city of _____

Subscribed and sworn before me on this _____ day of _____ (month), _____ (year).

Notary public signature: _____

My notary commission expires: _____

Registration number: _____
(required of Virginia-appointed notaries public)

THE APPLICANT ENTITY *(as identified on page 2)*

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

Name* *(print)*: _____

Signature: _____

Title: _____

Date: _____

NOTARIZATION OF AFFIDAVIT

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 his/her knowledge and belief.*

Notary Stamp (required of Virginia-appointed notaries public)

State of _____

County/city of _____

Subscribed and sworn before me on this _____ day of _____ (month), _____ (year).

Notary public signature: _____

My notary commission expires: _____

Registration number: _____
(required of Virginia-appointed notaries public)

****NOTE:*** *Only an owner of the business; a partner, if the business is a partnership; a member/manager of a limited liability company; or an officer or director of a corporation, if the business is a corporation, or the authorized legal representative of any of the above is authorized to sign this application.*

OFFICE USE ONLY

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

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PART 2: POSTING AND PUBLISHING

POSTING AND PUBLISHING INSTRUCTIONS

IMPORTANT INFORMATION TO NOTE: Posting and publishing **must not** be started until Virginia ABC has received Part 1 of the application and application fee(s). Posting and publishing **can be done** at the same time. 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 (Code of Virginia §4.1-230.B).

1. **"Posting Notice" instructions**: The owner shall fill out the notice (page 17) 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.
2. **"Newspaper Publishing Notice" instructions:** The owner shall publish notice (page 18) 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).*
3. **The applicant's signature** (below) shall not be signed until these two requirements have been met:
   A. ☐ Both newspaper publishings have been completed.
   B. ☐ Ten complete and consecutive days have passed since the notice was first posted.

POSTING AND PUBLISHING SUMMARY

1. Owner's 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. Only if a sole proprietor, enter first, middle and last name.
2. Trade name of business: _____
3. Type(s) of license(s) applied for: _____
4. Location where business will trade: *(street)*_____
   *(city/town)*_____ *(county, if applicable)*_____ *(state)* _____
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: _____

APPLICANT'S SIGNATURE–REQUIRED

I swear or affirm under penalty of law that the information on this posting and publishing summary is 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: _____

Virginia Alcoholic Beverage
Control Authority

www.abc.virginia.gov/licenses | 804.213.4400 | 7450 Freight Way · Mechanicsville VA 23116 | PO Box 3250 · Mechanicsville VA 23116

NOTICE

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

TYPE(S) OF LICENSE(S): _____

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

*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. Only if a **sole proprietor,** enter first, middle and last 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)*

DATE OF FIRST NEWSPAPER PUBLISHING:

_____/ _____/_____ _____
(date of first newspaper publishing) *(signature/title)*

Objections to the issuance of this license must be submitted to ABC no later than 30 days from above date, the publishing date of the first of two required newspaper legal notices.

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

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PART 2: 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 16.

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

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. Only if a* **sole proprietor,** *enter first, middle and last name.*

Trading as: _____
(trade name)

_____
(Location where business will trade)

_____
(city/town)

_____
(county) (state) (zip + 4)

The above establishment is applying to the VIRGINIA ALCOHOLIC BEVERAGE CONTROL (ABC) AUTHORITY

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)

Date notice posted at establishment: _____

NOTE: Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of the first of two required newspaper legal notices. Objections should be registered at www.abc.virginia.gov or (800) 552-3200.

OFFICE USE ONLY

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