



Virginia Alcoholic Beverage  
Control Authority

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## RETAIL LICENSE APPLICATION

### REQUIRED DOCUMENTS FOR ALL RETAIL LICENSES

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

1. **All Retail Licenses:**
  - A.  Lease or deed (*excluding Third Party Delivery and DORA*)
  - B.  Virginia Sales Tax Certificate (*if tangible goods are sold*)
2. **Retail License where concessions are sold:**
  - A.  Food Concession Agreement
  - B.  List of Concessions
3. **Retail License Applying for On-Premises Consumption:**
  - A.  Menu with prices and name of restaurant included.
  - B.  Health permit of agriculture certificate
4. **Tax-Exempt Private Clubs:**
  - A.  Charter
  - B.  By-Laws
  - C.  Virginia ABC Financial Form

### REQUIRED DOCUMENTS FOR CERTAIN RETAIL LICENSES

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1. **Commercial Lifestyle Center:**
  - A.  Commercial Owners Association Document
  - B.  Land survey/certification
  - C.  Logo All Entities
  - D.  Proof of disposable containers
  - E.  Security documentation
  - F.  Signage for permitted areas
  - G.  List of participating stores
2. **Continuing Care Communities:**
  - A.  Continuing Care Community License from the Virginia Bureau of Insurance (BOI)
  - B.  Continuing Care Community License from the State Corporation Commission (SCC)
3. **Designated Outdoor Refreshment Area (DORA):**
  - A.  Map or diagram of area to be licensed
  - B.  Copy of Local Ordinance (*if applying for Extended DORA*)
4. **Equine Sporting Events:**
  - A.  Certificate of equine sporting event facility
5. **Gourmet Oyster Houses:**
  - A.  Commercial Marina License
  - B.  Event Flyers
6. **Hospitals:**
  - A.  Hospital License
7. **Internet Retailer and Shipper:**
  - A.  Listing of brands and authorized to ship
  - B.  List of brands to be shipped
8. **Meal Assembly Kitchens, Bed and Breakfasts, Sole Proprietorships that own a Continuing Care Center:**
  - A.  List of meal packages available
9. **Non-Profit Museums:**
  - A.  Financial Statement last month prior to applying
  - B.  Summary of Financials



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### REQUIRED DOCUMENTS FOR AN INDIVIDUAL ENTITY

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1. **All Individual Entities:**
  - A.  DMV transcript or DMV affidavit
  - B.  Valid Photo ID issued by government entity or agency
2. **Individuals who have resided in VA for less than 12 months:**
  - A.  Criminal history from previous state of resident
  - B.  DMV transcript from previous state of resident
3. **Individuals who have resided in AL, CA, AZ, or another country currently or in the past 12 months:**
  - A.  Background Check or Affidavit
4. **Non-US Citizens:**
  - A.  Citizenship proof or proof of legal residency

### REQUIRED DOCUMENTS FOR A BUSINESS ENTITY

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

1. **All Business Entities:** *(excluding sole proprietorship)*
  - A.  List of Officers & Titles/Directors/Members
  - B.  Organization Chart
  - C.  SCC eFile Report/Virginia SCC Authorization Letter *(excluding general partnerships)*
  - D.  Statement of Registration as Domestic/Foreign for SCC or SCC Charter from State of Issuance or equivalent based on entity type (if applicable)
2. **Primary Business Entity:**
  - A.  Copy of FEIN document from IRS
3. **Corporations, Non-Profit Associations, Tax Exempt Organizations:**
  - A.  Bylaws
4. **General Partnership, Limited Partnership, Limited Liability Partnership:**
  - A.  Partnership Agreement/Statement of Partnership
5. **Optional Documents:** *(if available)*
  - A.  Charter, Articles of Association or Constitution
  - B.  IRS Exempt Letter
  - C.  Operating Agreement