



Welcome to Alterations and Added Activities Webinar

Your webinar will start at 2 p.m.

- ✓ Choose the option to call in or have WebEx call you.
- ✓ Please make sure to **mute** your phone or computer upon entry.
- ✓ Use the chat to send in your questions. Click on the talking bubble icon on the top right of your screen.
- ✓ Send your questions to everyone.
- ✓ Introduction of presenters.
- ✓ Presentation is being recorded.



Washington State Liquor and Cannabis Board

Agenda

Here are the topics we will be covering:

- How/when to submit a Liquor Alteration/Added Activity
- Requirements for outside service/sidewalk cafes
- One time only events
- Changing your license type (upgrades/downgrades)
- Restricting minors
- Requesting live entertainment
- Delivery/internet sales



What is a Liquor Alteration?

The act of changing something on your liquor licensed premise.
Most involve physical changes.

Examples:

- Outside service
- Sidewalk cafés
- Upgrading/downgrading license
- Expanding floor space
- Restricting minors



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Submitting Liquor Alterations

- Please send all alteration requests, as well as all alteration questions, to our liquor alterations email: LiquorAlterations@lcb.wa.gov
- No fees required when submitting alteration request; however, additional fees may be required if an upgrade is necessary.
- Processing time is 2-3 weeks from time initial email is sent confirming receipt of alteration request.
- We may request more documents during the review process. If we do not receive these documents in a timely manner, your application may be withdrawn.
- *Pro Tip: Check your spam folders for possible emails from WSLCB regarding your alteration.*



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Forms are available at:

<https://lcb.wa.gov/licensing/licensing-forms-and-applications>

Requirements when submitting a Liquor Alteration Request:

1) Fill out the form completely

2) Must be accompanied by:

- 2 sets of floor plans
- Photos of licensed premise

3) The Board’s licensing division will make an initial response to your request for alterations within 5 business days.

Refer to **WAC 314-03-300** for more information regarding when to submit an alteration request.



Washington State
Liquor and Cannabis Board

Licensing and Regulation
PO Box 43098, 3000 Pacific Ave
Olympia WA 98504-3098
Phone – (360) 664-1600
Fax – (360) 753-2710
www.lcb.wa.gov

LIQUOR ALTERATION REQUEST FORM

Use this form to request physical alterations (changes) to your liquor licensed premise. It cannot be used to request a change to your license type. If you wish to change the type of liquor license you have, you must file a Business License Application and any supplemental forms. Alteration requests must be accompanied by photos and 2 sets of floor plans.

Floor Plan Requirements:

1. Show dimensions of the following spaces: Walls, dining area, lounge/bar area, openings: lounge/bar, game rooms, dance floor, opening into outside service areas.
2. North arrow indicator
3. Location of all public entrances (must designate access such as street, alley, parking lot and list street names)
4. Name of rooms (dining areas, lounge, tap room, game room, dance floor, bandstand, et
5. Furniture (tables, chairs, booths, bar, service bars, pool tables, dart boards, etc.)
6. Outdoor service areas (patio, deck, beer garden, etc.)

Photo Requirements for following items:

1. Must include close up photo approx. 5ft away and medium range photo approx. 15-20 ft away.
2. Bar/lounge:
 - Back of the bar (showing taps, sink, work area, etc.)
 - Front of the bar (include stools/seats if seating at bar)
 - Picture of the taps
 - Entry points into the bar area/lounge
 - Barriers separating bar from other spaces (dining area, hallways, common spaces, etc.) Please submit distance shot to show how the barrier sits in the space along with a close up shot with a measuring device (tape measure) to show how high it is (must be 42 inches high).
3. Game areas:
 - Barriers must be at least 42 inches high
4. Outside service areas/sidewalk café:
 - Barriers must be at least 42 inches high
 - View from inside showing overall view of outside seating area
 - Openings/entrances into outside service area

Licensor information: (To be filled out by licensor)

Licensor Name _____	Trade Name _____
Liquor License Number _____	UBI # _____

Address _____		
Street and Suite/Room/Unit # _____	City _____	State, Zip _____

Contact Person _____	Phone No. () - _____
Email Address _____	

Alteration information: (To be filled out by licensee)

Describe the alteration: (attach additional sheets of paper if needed) _____

Signature (Licensee or Authorized Representative) _____	Date _____
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Required Documents

Submit a Liquor Alteration Request Form with the following documents:

- 2 sets of floorplans to include:
 - Dimensions of the following spaces: Walls, dining area, lounge/bar area, openings to lounge/bar, game rooms, dance floor, opening into outside service area
 - North arrow indicator
 - Location of all public entrances (must designate access points such as street, alley, parking lot, and street names)
 - Name of rooms (dining areas, lounge, tap room, game room, etc)
 - Outside service areas (patio, deck, beer garden, etc)



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Photo Requirements

You must provide the following photos with your Alteration Application:

- Photo requirements (Must include close up photo approx. 5 ft. away and medium range photo approx. 15-20 ft. away):
 - Bar/lounge:
 - Back of the bar (showing taps, sink, work area, etc.)
 - Front of the bar (include stools/seats if seating at bar)
 - Picture of the taps
 - Entry points into the bar area/lounge
 - Barriers separating bar from other spaces (dining area, hallways, common spaces, etc.)
 - Distance shot to show how the barrier sits in the space and a close-up shot with a measuring device (tape measure) to show how high it is (must be at least 42 inches high).
 - Game Areas:
 - Barriers must be at least 42 inches high
 - Outside Service areas/Sidewalk Café:
 - Barriers must be at least 42 inches high
 - View from inside showing overall view of outside seating area
 - Openings/entrances into outside service area



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Requesting Outside Service

Outside Service Requirements

- Must be connected to the licensed premises and have an interior access from the outside area.
- If the interior access is from a minor restricted area of the premises, minors are prohibited in the outside or extended alcohol service area.
- There must be a staff member dedicated to the outside service area when patrons are present.
- Must have leasehold rights to the area. **A copy of a lease agreement must be provided with Alteration Request.**
- Openings into and out of the outside area cannot exceed ten feet.

Refer to **WAC 314-03-200** for more information.



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Sidewalk Cafe

Sidewalk Café Requirements

- **Must provide copy of local sidewalk café permit with an Alteration Application.**
 - *Cities/Counties must have “sidewalk café” permit or something equivalent in order for the WSLCB to issue permission for sidewalk cafes. If your city or county does not yet have this permit available you will need to work with them prior to applying.*
- A sidewalk café outside service area requires a forty-two inch barrier or permanent demarcation of the designated alcohol service areas for continued enforcement of the boundaries.
- There must be a staff member dedicated to the outside service area when patrons are present.
- Demarcation only applies to restaurant liquor licenses with sidewalk cafe service areas contiguous to the liquor licensed premises. "Contiguous" means touching along a boundary or at a point. See diagram on next slide.
- This exception does not apply to beer gardens, standing room only venues, and permitted special events. Board approval is still required for sidewalk cafe barrier requirements.

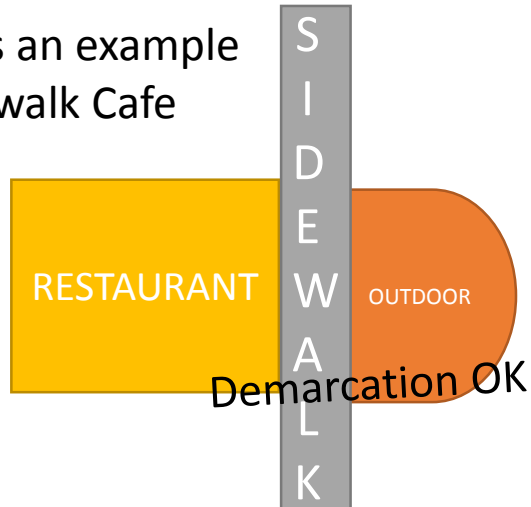
** Pro Tip: It could take a while to receive a city permit, please obtain the city permit before submitting an alteration.*

Refer to **WAC 314-03-200 (6)** for more information.



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1.) This is an example of a Sidewalk Cafe

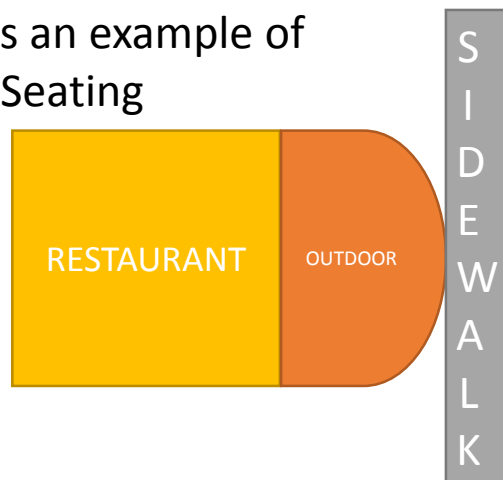


Sidewalk Café VS Outside Seating

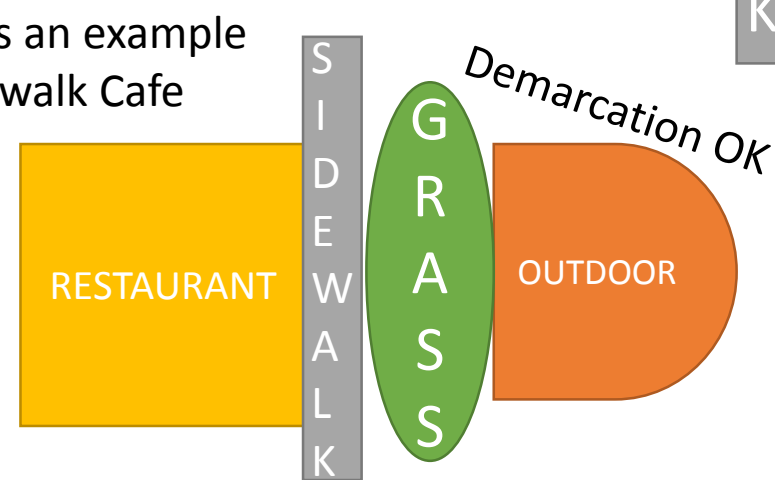
3.) This is an example of Outside Seating



2.) This is an example of Outside Seating



4.) This is an example of a Sidewalk Cafe





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One Time Only Events

- Submitting an alteration request is unnecessary for one-time only events.
- One-time events are required to be on the liquor licensee's property contiguous with the licensed premises.
- Liquor licensees must get permission from their liquor enforcement officer at least **five** days prior to conducting one time only events.

Examples of One Time Only Events include:

- Summer BBQ in your parking lot
- Grand Openings

Refer to **WAC 314-03-100** for more information.



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Upgrading/Downgrading License Type

When an alteration request is submitted, an applicant may need to **upgrade** or **downgrade** their license type. Sometimes an **upgrade** will require the applicant to pay an additional fee for the new license type. The applicant will also be required to meet all qualifications for the new license type.

Times when an alteration may require an upgrade include:

- Voluntarily restricting minors from your whole restaurant
- Adding a lounge to your existing restaurant
- Expanding floor space to create more lounge area

Times where an alteration may require a downgrade include:

- Wanting to allow minors in a previously minor restricted area
- Deciding to no longer sell spirits at your restaurant
- Removing a lounge or bar counter
- Expanding floor space to create more dedicated dining area



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Upgrading/Downgrading License Type

Spirits/Beer/Wine Restaurants

There are 3 different Spirits/Beer/Wine Restaurant License Types offered.

- Spirits/Beer/Wine Restaurant Service Bar (**Annual Fee: \$1000**)
 - 100% Dedicated Dining Area
 - No minor restrictions
- Spirits/Beer/Wine Restaurant Lounge+ (**Annual Fee: \$1600**)
 - 50 – 99% Dedicated Dining Area
 - Minors cannot have access to the lounge/bar area of the restaurant
 - Must allow minors in the dining area
- Spirits/Beer/Wine Restaurant Lounge– (**Annual Fee: \$2000**)
 - 0 – 49% Dedicated Dining Area
 - Can be 100% minor restricted
 - **Must** be minor restricted if Dedicated Dining Area is under 15%

Refer to **WAC'S 314-02-014 & 314-02-020** for more information regarding Spirits/Beer/Wine Restaurants and minor restrictions.



Upgrading/Downgrading License Type

Definitions:

Dedicated Dining Area

- Part of the restaurant where minors are **permitted**. Areas dedicated to live music or entertainment, such as dance floors or stages, are not considered dedicated dining areas.

Lounge/Bar Area

- Part of the restaurant where minors are **restricted**.

Game Area

- Part of the restaurant dedicated to games or gaming devices. Must be separated from dedicated dining area via barriers. However, minors can access the game area as long as it is not located in the lounge/bar area.

Refer to **WAC 314-02-025** for more information.



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Added Activities

Fill out an Added Activities application when you want permission to add a specific activity to your liquor license.

Some common added activities that can be added include:

- Live Entertainment
- Alcohol Delivery
- Internet Sales

There are added activity forms for multiple license types. Each license allows different activities. Make sure you request added activities permitted by your license type.

Submit the form to LiquorAlterations@lcb.wa.gov.



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Live Entertainment

Can your license type add live entertainment as an activity?

<u>License Type</u>	<u>Yes</u>	<u>No</u>
Grocery Store – Beer/Wine and/or Spirits Retailers		X
Taverns	X	
Beer/Wine Specialty Shops and/or Spirits Retailers		X
Beer/Wine Restaurant	X	
Snack Bars	X	
Spirits/Beer/Wine Restaurant or Restricted-Not Serving The General Public	X	
Theaters		X
Beer/Wine Gift Delivery		X



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Live Entertainment

Refer to previous chart to see if your license type qualifies for live entertainment

- If you would like live entertainment at your premises, fill out the added activities form completely.
- Submit the form to LiquorAlterations@lcb.wa.gov.

If you are a restaurant that allows minors and want live entertainment:

- You must either restrict minors at 11 pm or remove alcohol from the dining area and only serve alcohol in the bar/lounge area.

Refer to **WAC 314-02-025 (2)** for more information.



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Alcohol Delivery/ Internet Sales

Can your license type
add Alcohol Delivery/
Internet Sales as an
activity?

**Note: Off-Premises
Endorsement is \$120**

<u>License Type</u>	<u>Yes (Does not require Off-Premises Endorsement)</u>	<u>Yes (Requires Off- Premises Endorsement)</u>	<u>No</u>
Grocery Store – Beer/Wine and/or Spirits Retailers	X		
Taverns		X	
Beer/Wine Specialty Shops and/or Spirits Retailers	X		
Beer/Wine Restaurant		X	
Snack Bars			X
Spirits/Beer/Wine Restaurant or Restricted-Not Serving The General Public			X
Spirits/Beer/Wine Nightclub			X
Theaters			X
Beer/Wine Gift Delivery	X (Internet Sales Only)		



Alcohol Delivery Requirements

Refer to previous chart to see if your license type qualifies for alcohol delivery

- All purchases must be by persons 21 years of age or older.
- All purchases must be prepaid at the premises and third party delivery person/company may not collect money for alcohol or tobacco.
- All deliveries must be made only to persons 21 years of age or older.
- All deliveries shall be made by employees 21 years of age or older.
- The Board may withdraw this approval if problems arise.

Refer to **WAC 314-03** for more information.



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Internet Sales Requirements

Refer to previous chart to see if your license type qualifies for internet sales

- The actual transaction must occur at the licensed retail location by the retailer.
- The sale and delivery can only be made to persons over the age of 21 years.
- Items shipped via an alternate carrier must be stamped with a notice that the shipment contains alcohol and may not be delivered to persons under 21 years of age.
- Must have agreement with common carrier to ask for ID at the time of delivery.



Internet Sales and Third-Party Providers

What is a third-party internet provider?

- A third party internet provider allows for the sale/delivery of alcohol online without physically being at the licensed premise. **Only third party providers approved by the Board may be used.**

Requirements for using a third party provider

- Check with your third-party provider to see if they are approved with WSLCB.
- The actual purchase must occur at the licensed retail location or through a Point of Sale (POS) System contracted with the retailer and approved through The Board.
- Internet sales must meet requirements from previous page.



Washington State Liquor and Cannabis Board

Contact Information

Washington State Liquor and Cannabis Board

Licensing and Regulation
3000 Pacific Ave SE
Olympia WA 98504-3098
PO Box 43098

Phone – (360) 664-1600

Fax – (360) 664-4054

Licensing and Regulation Website:

<http://www.lcb.wa.gov/licensing/licensing-services>



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Future Classes

Please see our website at <https://lcb.wa.gov/licensing/licensing-classes> for future classes including:

- Understanding cannabis licensing forms
- Non-profit organizations and special occasion licenses
- Non-retail liquor licenses
- Business structure changes



Conclusion

- This concludes the slide show portion of the webinar.
- You may continue to send any questions via chat to everyone.
- All questions and answers from today will be posted on our website approximately within 2 weeks.
- We will send you an evaluation survey. We would appreciate your feedback to help us improve future classes.



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Please hold for a
brief moment. We
will be back to
answer your
questions shortly.