



Welcome to How to Apply for a Liquor License webinar

- Your webinar will start at 2 p.m.
- ✓ Choose the option to call in or have WebEx call you.
- ✓ Please ensure to Mute upon entry
- ✓ Get a pen and a notepad to take notes



Welcome

- Introduction of presenters
- Presentation is being recorded
- Have questions?



Instructions for how to participate

- Make sure to **mute** your computer or phone.
- To submit your questions, use the chat by clicking on the talking bubble icon on the top right of your screen.
- You can send your questions to “everyone”.



How to apply for a Liquor License

Here are the topics we will be covering:

- Initial steps before applying
- How to apply
- Choosing a license type
- Licensing process
- Renewals
- MAST



Initial steps for applying

- Before applying for a liquor license, your first step is obtaining a location for your business. Your business location cannot be within a residence.
- You need to meet all city and county regulations. The local authority (city or county) will be notified of your application and will have the option to comment.
- If your business location is within 500 feet of a church and/or a school the WSLCB is required to notify them of your application.



Initial steps for applying continued...

- If you are forming a Corporation or Limited Liability Company, you will need to register it with the Secretary of State's office.
- You can contact them at 360-725-0377 or through their website at: <http://www.sos.wa.gov/corps/>.
- Sole proprietors and partnerships do not need to register with Secretary of State.



How to apply

- Apply no sooner than 60-90 days prior to your business start date.
- When ready to apply, complete a Business License Application and a Liquor and Cannabis Board Addendum located at:
<http://bls.dor.wa.gov/liquor.aspx>
- Be sure to include valid contact information. This is how your investigator will contact you when they receive your application.
- If you have any questions regarding filling out this application, please contact Business Licensing Services at 1-800-451-7985.



Choosing a license type

- The Liquor and Cannabis Board has over 20 different liquor license types.
- The Liquor and Cannabis Board also has multiple endorsements that can be added to your liquor license depending on the license type. If you would like more information regarding the different licenses and endorsements, please click on this link: <https://lcb.wa.gov/licensing/available-license-types>



Choosing a license type

Retail Liquor Licenses and Endorsement Description and Fees Information

- | |
|---|
| 1. Use the following information to complete the Licenses and Fees section of the Department of Revenue Business License Application. |
| 2. If your application is withdrawn or denied for any reason, \$75 is kept as a processing fee. (RCW 66.24.015) |
| 3. If you have any questions, please call Customer Service at 360-664-1600, option 1. |

Liquor License Change of Location Close your present business and move to a new location.	\$75
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RETAIL LICENSES

NOTE: Certain Licenses are available with add-on endorsements. Please refer to the "Endorsements" section of this document for further information.

Beer and/or Wine Gift Delivery	\$75
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To deliver beer and/or wine in bottles or original packages to persons other than the person placing the order, only in conjunction with gifts or flowers.

- Beer and/or Wine Gift Delivery licensees may hold no other class of liquor license.

Beer and/or Wine Specialty Shop	\$100
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To sell beer and/or wine in bottles, cans and original containers for off-premises consumption.

- A minimum \$3,000 wholesale inventory of beer and/or wine must be maintained.
- May offer samples for purposes of sales promotion under certain conditions.
- May sell beer and/or wine via the internet.

The Washington State Liquor and Cannabis Board (WSLCB) may designate this license as "restricted," based on recommendations by the local government authority. A restricted designation prohibits the sale of fortified wine or strong beer.

- **Add-on Endorsements: Beer and/or Wine Specialty Shop Growlers** (specific criteria applies); **Beer and/or Wine Specialty Shop Keg Sales**; **Beer and/or Wine Specialty Shop Wine Retailer Reseller**.



License types

Some of the most common licenses issued are:

- Spirits/beer/wine restaurants
- Beer/wine restaurants
- Grocery stores
- Taverns
- Snack bars
- Breweries
- Wineries
- Distilleries



Endorsements

Some of the most common endorsements issued are:

- Off premises
- Catering
- Direct shipment receiver
- Growlers
- Kegs to go
- Beer/wine tastings



Once your application is received:

- A Customer Service Representative will do an initial review of the application.
- The application will then be assigned to a Licensing Specialist who will be your point of contact throughout the licensing process.
- Your assigned Licensing Specialist will contact you to complete a telephone interview to discuss the start-up of your business.



Telephone Interview

Questions that may be asked during the telephone interview with your assigned Licensing Specialist may include:

- Verifying ownership structure to determine true parties of interest. (birthdates/social security numbers needed)
- Location information (building description)
- Rights to real and business property
- Cost to open
- Source(s) of money to cover cost to open



Document Requests

- A document request will be emailed to you detailing information that is needed.
- You will be given two weeks to return the documents.
- You will be notified if additional information/documents are needed.



Documents Requested

Forms, documents and Information that may be requested, determined by the telephone interview:

- Personal/Criminal History Statement
- Financial Information
- Financier Information
- Acknowledgement Forms
- Tied House Statements
- Entity Structure
- Purchase and sale agreements
- TTB Application/Permit
- Leases
- Floor plans
- Photos
- Letter of Intent – Business Operating Plan
- Menus



Licensing Process

- Final requirements may still be needed after review of your documents, which may include:
 - Closing statements, bill of sale, signed lease, etc.
 - You may be instructed to contact your enforcement officer to schedule a final inspection.
- A decision can be made on your application once all requested information is received.
- Most applications are completed within 60-90 days.



License Approval

- Once approved, you will be emailed an approval letter.
- Your approval letter acts as your license until you receive a new business license in the mail.
- Your updated business license will now include the liquor license and any endorsements.
- If you have questions about the actual license, you can contact Business Licensing Services at 1-800-451-7985.



Business License

STATE OF WASHINGTON

MASTER LICENSE SERVICE
REGISTRATIONS AND LICENSES

UNIFIED BUSINESS ID#: 601 999 999
BUSINESS ID#: 001
LOCATION: 0001
EXPIRES: 09-30-2000

ORGANIZATION TYPE
DOMESTIC PROFIT CORPORATION

JOHN Q. PUBLIC, INC.
PUBLIC'S RESTAURANT
1234 ABC LANE SW
ANYWHERE WA 98999

TAX REGISTRATION
CATERING
MINOR WORK PERMIT

DUTIES OF MINORS
HOST, BUSS TABLES

LICENSING RESTRICTIONS:
MINORS EMPLOYED AS COOKS MUST BE AT LEAST 16 YEARS OF AGE.
WAC 296-125-033 (5) (C)

SPIRITS / BR / WN REST LOUNGE +
INDUSTRIAL INSURANCE
UNEMPLOYMENT INSURANCE

The above entity has been issued the business registrations or licenses listed
DEPARTMENT OF LICENSING, BUSINESS & PROFESSIONS DIVISION
P.O. BOX 9034 OLYMPIA, WA 98567-9034 (360) 594-1400

000692

James P. [Signature]
Director, Department of Licensing





Renewals

- Once your liquor license is approved you will have a renewal date based off of the expiration of your entity registered with the Secretary of State.
- Business Licensing will mail out a renewal notice 6 weeks before it is due.
- All fees for renewals will be paid to Business Licensing Services with the Department of Revenue.



MAST



What is MAST? Mandatory Alcohol Server Training

Who needs MAST? Persons who serve, mix, sell, or supervise the service of alcohol for on-premises consumption.

Two types of permits – A Class 13 permit is issued to individuals 18 -20 years of age and Class 12 permit are issued to individuals 21 years of age or older. Upon request, a valid Class 13 permit can be upgraded to a Class 12 permit once the permit holder is 21 years of age.

How to obtain a permit – Successfully complete a certified training course either online or in-person and the provider will issue the permit via the mail within 30 days of the course completion date. For a list of certified providers visit:

https://lcb.wa.gov/mastrvp/mandatory_alcohol_server_training

Permits are subject to inspection – Anytime you are working in the sale and service of alcohol or supervising the sale or service of alcohol for on premise consumption you must have your physical MAST permit and valid ID available for inspection upon request of law enforcement.

For more information about MAST, visit:

https://lcb.wa.gov/mastrvp/mandatory_alcohol_server_training

Contact us at mast@lcb.wa.gov or
360-664-1727 / 360-664-1728



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>



Future Classes

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

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



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 within 2 weeks.
- There will be an evaluation survey after the event and we would appreciate your feedback to help us improve future classes.



Question and Answer Period

We will be back with you momentarily



Q. I currently hold a tavern liquor license and I am currently working with my landlord to adjust my leased premises to be smaller. What is the process?

A. To alter the size of your licensed facility, you will need to submit an alteration request. You can access the required form on our website at www.liq.wa.gov under licensing services. You will choose the forms/applications tab. There is no fee, however you will be required to submit a revised floor plan and photos of the premises.



**Q. What is the best way to file a master business application?
Usually we Fed ex it to the Department of Revenue or drop it off.**

A. You may drop your application off at the Department of Revenue Business Licensing office or mail the application to them. The quickest, most efficient way is to submit the application and pay your fees online at www.bls.dor.wa.gov. The location and mailing address can also be found on their website. They can also be reached at 1-800-451-7985.



Washington State Liquor and Cannabis Board

Q. I already have a beer and wine license, how can I get a full liquor license to sell spirits as well, and how much it will cost?

A. You can apply for a spirits, beer and wine restaurant license in lieu of your beer and wine restaurant license at www.bls.dor.wa.gov. You will need to submit a master business application and pay the required fee. Your fee is based on the total dedicated dining percentage of your restaurant. In order for an area to qualify as a dedicated dining area it must be a separate and distinct portion inside of a restaurant that is used primarily for the sale, service, and consumption of food. Liquor bars and game areas are not considered dedicated dining areas.

If you have 100% dedicated dining, your fee is \$1,000. At least 50% dedicated dining the fee is \$1,600. If you have less than 50% dedicated dining, the fee is \$2,000.



Q. How do we get a license to serve beer and/or cider at our winery tasting room?

A. You can apply to add a beer and wine restaurant license to the tasting room license. You are required to have a dining area and meet the minimum food service requirements. Minimum food service requirements are defined in WAC 314-02-010 as “items such as sandwiches, salad, soup, pizza, hamburgers and fry orders”. You can submit a Master Business application at www.bls.dor.wa.gov.



Q. Can I apply for a new restaurant license before the business is operational and will the license be ready when the restaurant is ready to open?

A. We encourage you to apply for the liquor license approximately 60-90 days prior to opening your business (or taking over an existing business). We cannot guarantee that your license will be ready to issue by your opening date, however we strive to process licenses in a timely manner. Processing times are approximately 60-90 days provided that documents are submitted within the required timelines and there are no unforeseen issues with the application such as an objection from your local jurisdiction or criminal history that we must take into consideration.



Q. What license would I get for a new venue hosting private parties?

A. You may want apply for a catering license. This allows you to cater private events at your own licensed facility and other venues that do not currently hold a liquor license. To qualify for the catering license you must have a Commissary Kitchen license, a food service business permit or equivalent issued by the city or county health department. You must have food service available.

If you currently hold a restaurant or tavern license, you may apply for a catering endorsement. Additional information regarding this licenses can be found on our website at www.liq.wa.gov and you can apply for the license at www.bls.dor.wa.gov.



Q. Once I am approved for my liquor license, what do I do to keep it active?

A. When your liquor license is issued, we will set your expiration date to expire the same time as your other endorsements on your business license such as your corporation or your LLC. Each year you will receive a renewal notice from Business Licensing Services giving you the total to pay for all of your endorsements for the coming year. Once you have paid your renewal fees to Business Licensing Services, you will be mailed a new business license.



Q. I have a beer and wine restaurant license. I want to allow liquor on my patio. What are the requirements and how do I request this?

A. To extend liquor service to your outside area, you must have direct access from the inside of the restaurant to the patio area. You are required to have a 42” barrier around the patio with no openings that exceed 10 feet in width. You will want to submit an alteration request. You can access the required form on our website at www.liq.wa.gov under licensing services. You will choose the forms/applications tab. There is no fee, however you will be required to submit a revised floor plan and photos of the patio and barriers.



Washington State Liquor and Cannabis Board

Q. If I apply for a liquor license and then I withdraw my application, do I get my fees back?

A. In most cases, we will keep \$75 as a processing fee, and refund the rest.



Q. Can I get a liquor license to sell beer and wine through the internet from my on-line store?

A. Yes, you could apply for a beer and wine specialty shop license. You are not required to have a store front, however you are required to carry a minimum of \$3,000 of beer and wine wholesale inventory at your licensed facility. You cannot operate your on-line business from the inside of a residence. You can submit a Master Business application at www.bls.dor.wa.gov.



Washington State Liquor and Cannabis Board

Q. I plan to open a bar that specializes in craft cocktails and martinis. My menu will consist of small plates that will include specialty meats, cheeses, fruits and bread. I do not plan to allow minors in my establishment. What type of license would I need to apply for?

A. You should apply for a spirits, beer and wine restaurant license, however you will be required to have additional food items to qualify for the license under WAC 314-02-035. You must maintain a menu offering at least eight complete meals which include an entrée and a side dish. Some examples of entrees are steak or chicken, pasta, salads, sandwiches and burgers. Examples of side dishes include soup, salad, rice, fries, vegetables and fruit. You are required to offer complete meals five hours per day at least three days per week and any other day that liquor is sold and served. You can restrict minors from your establishment.



Washington State Liquor and Cannabis Board

Q. Can the business be within a home's garage?

A. Yes, a business with a liquor license can be within an attached or detached garage on the homeowners property. Keep in mind, there must be complete separation from living quarters and the business. For example you may need to wall up the interior door from inside the garage to make that separation possible.



Washington State Liquor and Cannabis Board

Q. For Hotels, Do you have a list of approved alcohol distributors?

A. Please visit <https://lcb.wa.gov/records/frequently-requested-lists> at the bottom of the page you will see a section for “Non-Retail licensees”.



Washington State Liquor and Cannabis Board

Q. We are a wine distributor and want to apply for our spirits license. How do we do that?

A. To apply for additional licenses you can submit a master business application at www.bls.dor.wa.gov.



Washington State Liquor and Cannabis Board

Q. Can you apply for added endorsements at the time of submittal of the business license application or do you have to wait for the application to be assigned to the LCB licensing representative? If you can do it initially, do you pay the fees at that time or wait for the LCB to request them directly?

A. You can apply and pay all fees at either time, however it is recommended that you add them and pay at the time that you submit your business license application. Adding endorsements after the process has begun may delay your application. You also have the option to add them later after you receive your liquor license.



Washington State Liquor and Cannabis Board

Q. We have a paint/sip art studio and currently hold a tavern liquor license. Is there a better licensing option for us that would allow us to have some times with persons under age 21 on-site?

A. You can change the license to a “beer/wine restaurant” this would allow minors on site. You are however required to maintain the dining and food requirements of the license. Please see WAC 314-02-025 <http://apps.leg.wa.gov/wac/default.aspx?cite=314-02-025> for the floor space requirements, and 314-02-045 <http://apps.leg.wa.gov/wac/default.aspx?cite=314-02-045> for additional information including food service requirements.



Washington State Liquor and Cannabis Board

Q. I am not opening my own winery but I plan on joining an existing winery as an "alternating proprietor". Is there a specific non retail license I will need?

A. You will need to apply for a winery or brewery license and once the application reaches the LCB and is assigned to an investigator, we will request a copy of the agreement between the parties regarding the alternating proprietorship.



Washington State Liquor and Cannabis Board

Q. The current snack bar license allows sale of beer by the opened bottle or can (no taps permitted) for on-premises consumption only. Is there an endorsement to be able to also sell wine by the glass for on premise consumption?

A. Currently there is no endorsement to add wine to a snack bar license.



Q. If we add a microbrewery permit to our existing winery license, can we have a beer tap in our wine tasting room, and would we still have to serve food?

A. You can apply for the microbrewery at the same location as your winery – both licenses must be operated by the same entity. You can have a beer tap in the wine tasting room. If they are separate entities that hold the licenses there will need to be complete separation. There are no food requirements for tasting rooms.



Washington State Liquor and Cannabis Board

Q. What license is required to allow employees of a distillery to approach restaurants and bars to attempt to get the business to carry and use the distilleries' products?

A. They would apply for an agents license. You can access the application at www.lcb.wa.gov.



Washington State Liquor and Cannabis Board

Q. With craft distilleries there is a requirement for half of the raw materials to be produced in Washington. Does the regular distillery license not require that?

A. There is no WA product requirement for a regular distillery.



Washington State Liquor and Cannabis Board

Q. We are taking over the operation of an existing business (a golf course) and am wondering how to find out what license the former operators had?

A. Please contact our customer service desk at (360) 664-1600 and they will be able to assist you.



Washington State Liquor and Cannabis Board

Q. I am buying a existing night club, can we take over their existing liquor license or we need to apply for a new one

A. Although there may be an existing liquor license for the business you are purchasing, you will need to apply and qualify for your own liquor license. You can submit a master business application at www.bls.dor.wa.gov.



Washington State Liquor and Cannabis Board

Q. When you say federal permit, do you mean obtaining the EIN number?

A. When the LCB refers to a federal permit (TTB) with the Alcohol, Tobacco and Trade Bureau, this is the permit you must acquire prior to applying for a manufacturer or wholesaler liquor license. The EIN is your tax reporting number.



Washington State Liquor and Cannabis Board

Q. How many additional location tasting rooms can be held under one winery license?

A. You are permitted to have four approved off site tasting locations.



Washington State Liquor and Cannabis Board

Q. How is the licensing process different if my premises are located in an AIA? Sometimes there is an extended period of review with WSLCB or the local jurisdiction, and other times there is no difference in the length of time.

A. If the business is going to sell beer and wine for *off premises sales and consumption* and is located within an alcohol impact area (AIA), the local authorities are allowed up to a total of 60 days to respond to the Liquor and Cannabis Board prior to the application being approved. This does not apply to businesses who will only allow on premises sales and consumption of alcohol.