



Welcome to Non-Retail Liquor License 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
- ✓ Presentation is being recorded



Agenda

- Applying for Non-Retail Licenses
- The Alcohol and Tobacco Tax and Trade Bureau
- Non-Retail Licenses (Breweries/Wineries/Distilleries)
- What Can Non-Retail Licenses Do?
- Production Contracts
- Certificate of Label Approval
- Agents Licenses
- Questions and Answers



Applying For Non-Retail Licenses Preliminary Facts

- Applications for a Non-Retail license should be submitted no sooner than 60-90 days before the anticipated **opening** date or the application will be administratively withdrawn and you will be encouraged to apply closer to your opening date
- We no longer accept Non-Retail applications if the applicant has not yet been federally approved by the Alcohol and Tobacco Tax and Trade Bureau (TTB)



Non-Retail License Location Info

- Your first step is to secure a location where you can produce and store your product
- You should contact your local city or county to meet zoning regulations
- The local authority will be notified of your application and have the right to object to the application if you have not met all their requirements



Applying For Non-Retail Licenses Initial Interview

- Once the application is received by the WSLCB, you will be contacted to do a short telephone interview to verify information on the application
- A document request will be emailed to you with information that is needed. You are given two weeks to return the documents
- We may also require a physical posting notice be posted outside your location



Applying For Non-Retail Licenses

Completing The Process

- Once all required information is received, your application will be forwarded for supervisor review. If a conditional approval is recommended, the terms might include, but are not limited to the following:
 - Contacting the liquor enforcement officer to schedule a briefing on the liquor laws and regulations
 - Scheduling a final inspection of the licensed premises with the liquor enforcement officer



The Alcohol and Tobacco Tax and Trade Bureau

- TTB is responsible for enforcing the laws regulating alcohol production, importation, and wholesale businesses; tobacco manufacturing and importing businesses; and alcohol labeling and advertising
- Before a Non-Retail state license can be issued for alcohol production, applicants must first be approved federally by the TTB



Required TTB Permits

- **Winery**
 - Wine Producer/Blender Basic Permit
- **Brewery/Microbrewery**
 - Brewer's Notice
- **Distiller/Rectifier**
 - Distilled Spirits Plant/Distiller/Rectifier Basic Permit



TTB Contact information

- Applicants will need a federally approved Permit from the Alcohol and Tobacco Tax and Trade Bureau (TTB)
- The TTB can be reached at 1-877-882-3277 or 1-513-684-3334
- TTB can also be reached through their website:
<http://www.ttb.gov/ponl/permits-online.shtml>
- This will need to be completed and approved before you apply with the WSLCB



Business Licensing Services Contact Information

- Once you have a location and your approved TTB permit in Hand you will need to complete a Business License Application and a Liquor Control Board Addendum Non-Retail & Interstate Common Carrier Licenses form
- You can access the application at <http://bls.dor.wa.gov/liquor.asp>
- Be sure to follow BLS' directions for applying online or by mail



Non-Retail Producer Licenses

In State

Wine Producers

- Domestic Winery

Beer Producers

- Microbrewery
- Domestic Brewery

Spirits Producers

- Craft Distillery
- Distiller/Rectifier
- Fruit and/or Wine Distiller



What Can A Domestic Winery Do?

- Manufacture wine in Washington State
- Sell wine of their own production at retail for on or off-premises consumption
- Act as a distributor for wine of their own production
- Each production location may have up to 4 approved off site Tasting Room Additional Locations (may add B/W restaurant privilege only)
- May add to the production facility any retail privilege in RCW 66.24
- Sales and Sampling at Farmers Markets
- Warehousing at an offsite location - one per production facility
- Growler Sales



What Can A Brewery/Microbrewery Do?

- Manufacture beer in Washington State
- Sell beer of its own production at retail for on and off-premises consumption
- Act as a distributor for beer of its own production
- Sell other breweries' brands on-tap as long as it does not exceed 25% of the licensee's own on-tap offering.
- May hold up to 2 retail liquor licenses to operate a S/B/W Restaurant, B/W Restaurant or Tavern
- May contract produce for another microbrewery/domestic brewery
- Warehousing at an offsite location - one per production facility
- Sales and sampling at Farmers Markets
- May sell growlers of cider



What Can A Distiller/Rectifier/Craft Distiller Do?

- Distill, blend, rectify, and bottle spirituous liquor
- Sell spirits of its own production directly to a consumer for off-premises consumption, Act as a distributor for spirits of their own production
- Samples of 0.5 ounce or less may be provided for free or for a charge; daily maximum of 2 ounces per person per day
- Samples can be altered with water, ice, alcoholic mixers of their own production or nonalcoholic mixers
- May add a S/B/W Restaurant privilege
- May attend certified farmers markets for sales of their product
- An approved warehouse may be maintained off the distillery premises for the distribution of spirits of its own production (RCW 66.24.640)



What Can A Fruit and/or Wine Distiller Do?

- Distill fruit and/or wine to produce fruit brandy and wine spirits
- Sell spirits of its own production directly to a consumer for off-premises consumption, provided that the sale occurs when the customer is physically present on the licensed premises
- Act as a distributor for spirits of their own production
- Samples of 0.5 ounce or less may be provided for free or for a charge; daily maximum of 2 ounces per person per day
- May add a spirits/beer/wine restaurant privilege
- Sales at Farmers Markets
- An approved warehouse may be maintained off the distillery premises for the distribution of spirits of its own production (RCW 66.24.640)



Internet sales and Delivery

- **Resale:** Liquor shall not be for resale
- **Stock location:** Liquor must come directly from the licensed location
- **How to place an order:** Liquor may be ordered in person at a licensed location, by mail, telephone or internet, or by other similar methods.
- **Sales and payment:** Only a licensee or a licensee's direct employees may accept and process orders and payments. A contractor may not do so on behalf of a licensee, except for transmittal of payment through a third-party service. The use of internet or mobile applications for retail customers to purchase alcohol in Washington state are allowed under the following conditions:
 - The sale must be made by the licensee
 - The licensee processes payment for the sale
 - The liquor licensee pays the owner of the mobile application a service fee
 - All orders and payments shall be fully processed before liquor transfers ownership or, in the case of delivery, leaves a licensed premises



Production Contracts

- Contract Production is an existing manufacturer contracts with another manufacturer to produce and package alcohol on their behalf
- A Production Contract is only valid if it is between a licensed winery and another winery, brewery and another brewery or distillery and another distillery
- Wineries/Breweries/distilleries may not contract produce for distributors



Certification of Label Approval

- The TTB implements and enforces a broad range of statutory and compliance provisions to ensure that alcohol products are created, labeled, and marketed in accordance with Federal laws and regulations
- All Alcohol producers must apply for a Certification of Label Approval (COLA) and follow the labeling and advertising regulations, which can be found here: [TTB | ALFD | Certificate of Label Approval \(COLA\)](#)



Who needs an Agent's license

- Agent's License
RCW 66.24.310/WAC
314-44
- Any licensee or employee who calls, visits, takes orders, pours, or emails liquor licensees to solicit sales needs an agent's license

		Licensing and Regulation P.O. Box 43085 Olympia, WA 98504-3085 Phone: 360-664-1600, Option 1, then Option 2 Fax: 360-664-4054 www.lcb.wa.gov	<table border="1"> <tr><th colspan="2">For Office Use Only</th></tr> <tr><td>Date:</td><td></td></tr> <tr><td>Check No.:</td><td></td></tr> <tr><td>Amount rec'd:</td><td></td></tr> <tr><td>Received by:</td><td></td></tr> </table>	For Office Use Only		Date:		Check No.:		Amount rec'd:		Received by:	
For Office Use Only													
Date:													
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Application for Agent's License													
Application Processing Information													
<ol style="list-style-type: none"> The annual application fee is \$25. Licenses expire June 30th each year. Please make your check payable to WSLCB and mail it to the above address. Please allow 14 business days for processing. Renewal letters are mailed approximately four to six weeks before the expiration date. <i>Note: This form is used only for a new agent license. If you are renewing your agent's license, please use the Application for Renewal of Agent's License form available on the WSLCB website.</i> If you have questions or need assistance, call (360) 664-1600, Option 1, then Option 2. 													
To be Completed by the Applicant Company													
Full Legal Name of Company or Corporation Represented by Agent		Company License No.											
Company Address (Street or Route, City, State, Zip Code)		Telephone No.											
To be Completed by Agent													
PRINT Agent's Name (First, Middle, Last)		Date of Birth	SSN#										
Agent's Business Address (if different from applicant company)		Telephone No.											
Agent's E-mail address													
• Do you hold any other job or engage in any other employment with or without pay? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain: _____													
• Do you have any financial interest of any nature whatsoever in any business involved in the retail sale of beer, wine, or spirituous liquor? This includes lessor or landlord interests in a building, or as holder of a note, mortgage contract, or other forms of obligations or credit arrangements. <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain: _____													
To be Completed by Applicant Company and Agent													
If this application is approved, we agree to abide by the provisions of the Washington State liquor laws and regulations with particular reference to RCW 66.24.310, WAC 314-44-005, and WAC 314-12-140. We understand a misrepresentation of fact shall be deemed a lack of good faith and shall constitute good and sufficient cause for disapproval, revocation, or suspension of the license.													
_____ Agents' Signature		Date: _____											
_____ Company's Authorized Signature		_____ Company's Authorized Printed Name											
		Date: _____											
LIQ365 6/17 App for Agent													



Washington State Liquor and Cannabis Board



Mandatory Alcohol Server Training

What is MAST? Mandatory Alcohol Server Training

Who needs MAST? Persons who provide alcohol sampling, 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/mast/vp/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/mast/vp/mandatory_alcohol_server_training

Contact us at mast@lcb.wa.gov or (360) 664-1728



Question and Answer Period

Please hold and we will proceed to answer your questions momentarily.

You can still send in your questions. Any questions we can't answer today will be answered and posted at LCB's Licensing Classes page.

You may also, contact us at licensingquestions@lcb.wa.gov



Questions

- How will I know if my location is compliant with LCB?
- Can I share a location with another winery?
- Can I share my tasting room with another winery?
- Can we sell/fill growlers at farmers markets?
- What retail licenses can I have at my brewery?



Questions

- Can I make moonshine in my home with a still for my friends and my family?
- If I have a brewery, can I also operate a beer/wine restaurant somewhere other than my brewing location? Do I need a separate license?
- What is the difference between cider and wine?
- As a Brewery with a beer/wine restaurant privilege, can I contract with a food truck or another company to come into my space, instead of cooking our own food?
- How many wineries/breweries/distilleries are licensed in WA?