**LIQUOR: ALTERATION REQUEST FORM**

Please complete this form to request physical alterations (changes) to your liquor-licensed premise. This form cannot be used to request a change to your license type. To change the type of liquor license you have, you must file a [Business License Application](https://dor.wa.gov/open-business/apply-business-license).

**Email this completed form, photos and floor plans to:** [**liquoralterations@lcb.wa.gov**](mailto:liquoralterations@lcb.wa.gov)**.**

**Floor Plan Requirements:**

1. Show dimensions of the following spaces: walls, dining area(s), lounge/bar area, openings to lounge/bar, game rooms, dance floor, opening into outside service areas.
2. North arrow indicator.
3. Location of all public entrances (must label each access point such as: alley, parking lot, street - including specific street names).
4. Name of rooms/areas by function (dining areas, lounge, tap room, game room, dance floor, bandstand, etc.).
5. Furniture (tables, chairs, booths, bar, service bars, pool tables, dart boards, etc.).
6. Outside service area must include furniture. Outside seating must be an enclosed area that is contiguous to (touching) the licensed business, or located on the same property or parcel of land as the licensed business. Barriers must be at least 42” high and openings into the area cannot exceed a total of 10’ per side.

**Outside Seating Requirements**:

1. Must provide proof of exclusive leasehold rights for new areas:

* Proof of ownership if the licensee owns the property.
* Landlord approval if the area is on private property not owned by licensee.
* City approval if area is a public sidewalk, parking area, or right-of-way.

1. Interior access to the licensed premise is not required if there is either:

* An unobstructed, direct line of sight from inside the licensed premises to the outdoor service area, or;
* A MAST-certified employee present in the area at all times patrons are present (in addition to the required attendant, wait staff, or dedicated server).

**Photo Requirements:**

1. Must include close-up photo (+/- 5 feet away) and medium-range photo (+/- 15 feet 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.) Submit a distance shot showing how the barrier sits in the space along with a close up shot with a measuring device (tape measure) to show height (must be 42 inches high).

**LIQUOR ALTERATION REQUEST FORM (continued)**

1. Game areas
2. Outside service areas/sidewalk café:

* Barriers must be at least 42 inches high.
* View from inside showing overall view of entire outside seating/service area.
* View from the outside service area showing overall view of the licensed business.
* Openings/entrances into outside service area.

**Licensee information:** (to be filled out by licensee)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Licensee Name | |  | | Trade Name | |  | | |
| Liquor License Number | | |  | | UBI # | |  | |
| Address |  | | | |  | | | , |
|  | Street and Suite/Room/Unit # | | | | City | | | State, Zip |

**Point of Contact:**

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

**Alteration Description:** (attach additional sheets of paper if needed)

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| If you are a brewery/winery/distillery requesting a shared tasting area with another licensee, or an on-premise retail licensee, list the name of the other business in the space below.  ***Please note:*** When sharing with on-premises licensees, applicants are required to submit an operating plan demonstrating how responsibility for the service area is shared among the different licensees. |

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| Signature (Licensee or Authorized Representative) | Date |