

RENEWAL REQUIREMENT FOR ON-PREMISES LICENSEES

Effective immediately, proof of the 30 day notification to the Municipality or Community Board must be submitted with your renewal application. You will also need to complete and sign the notification rider on the renewal form.

Your license **WILL NOT** be renewed unless the Authority receives acceptable proof that you have complied with the notification requirement.

Acceptable proof consists of:

- *A copy of the notice sent to the municipality or community board and either the original or a copy of the certified mail receipt card; OR*
- *The original or a copy of the notice sent to the municipality or community board, date stamped and signed by the municipality/community board showing receipt.*

You should keep a copy of the documentation for your records.

Please remember to include your serial number on any paperwork you forward to our office.