

**This application must be filed with the Albany office of the State Liquor Authority located at 80 South Swan Street, Suite 900, Albany, NY 12210-8004**

**NO FEE IS REQUIRED**

**This application must be accompanied by the following:**

*The establishment questionnaire, the 30 day Notice, and other information may be found in the retail application located at [www.sla.ny.gov](http://www.sla.ny.gov)*

- A diagram showing the **existing** layout of the entire premises (interior and exterior) on a single sheet of 8.5"x11" paper
- A diagram showing the **proposed** layout of the entire premises (interior and exterior) on a single sheet of 8.5"x11" paper
- If the application is for a Liquor/Wine Store; provide a front elevation diagram depicting the store front
- Financial documentation showing the availability of funds to be used to cover the costs of the proposed alterations
- If located in New York City, submit proof of the mailing or delivery of the Standardized Notice Form for providing 30-Day advanced notice to the Community Board
- Photographs of the area to be altered as it appears when filing the Alteration Application
- An updated Establishment Questionnaire with answers reflecting the entire premises *after* the proposed alterations
- If an additional bar is being added, submit an application for Additional Bar along with the applicable fee
- An amended lease agreement if space that was not previously included in the demised premises is being added

**If the application is conditionally approved the following items may be required prior to final approval:**

- Copies of all relevant permits, including building permits, sidewalk cafe permits, etc.
- Photographs of the premises showing all alterations complete
- A new Certificate of Occupancy or Certificate of Completion if required by the local municipality
- The standardized Statement of Completion of Alterations, completed and returned to the Authority

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Before any **SUBSTANTIAL ALTERATION** to a licensed premises may be undertaken by or on the behalf of any licensee, except a Farm Winery, the licensee shall apply to the State Liquor Authority for permission to do so. A substantial alteration shall include any enlargement or contraction of a licensed premises; any physical change to the exterior of the licensed premises that involves the creation or relocation of any window or door, or reduces the visibility that existed at the time of licensing; any physical changes in the interior that materially affect the character of the premises or physical structure that existed at the time of licensing; and (In the case of establishments licensed for on premises consumption) any enlargement or reduction of the dining or kitchen facilities or any change in the size or location of any bar from which alcoholic beverages are served.

**MINOR ALTERATION:** Shall be deemed to be one costing and valued at less than ten thousand dollars, which does not affect the material character or physical structure that existed at the time of licensing.

Before commencing work on the alteration the licensee must request permission to effect such minor alteration by submitting this application, in person or by certified mail – return receipt requested. The request must include: (A) A description of the proposed alteration. (B) The cost and value of the alteration, and (C) The source of the monies used to pay for the alteration.

*After receiving the application, the State Liquor Authority will have twenty days to review the proposed alteration. If there is any objection, the Authority will notify the licensee by certified mail. If no objection is made within the twenty days after reviewing the necessary forms, it shall be deemed that permission has been granted. Work may commence on the alteration if no objection is received by the twenty-fifth day after filing.*

**Alcoholic Beverages may not be kept or sold in any added space until the Alteration is approved.**



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**The licensee named below hereby requests the permission of the State Liquor Authority to make Alterations to the licensed premises as set forth below.**

Serial Number:  County:  Telephone #:

Full name of Licensee as listed on the License:

Trade Name (DBA) as listed on the License Certificate:

Complete Address of Licensed Premises including Zip:

Business Email Address:

Post Office/Mailing Address, if different than premises:

Name of Contact:   Attorney  Representative  Contact

Office Address:

City:  State:  Zip Code:

Telephone Number of Office (include area code):

E-mail Address:

**1. CHECK ONE:**  **Substantial Alteration**  **Minor Alteration**

**2. List Proposed Alterations:(Describe all changes fully. If more space is needed. attach additional sheets**

**3. Is space being added or eliminated from the licensed premises?**

(b) If added, give size, location and use of space..

(c) If additional space is added, give name of landlord & terms of lease, if applicable. *A copy of an amended lease may be required.*

APPLICATION FOR PERMISSION TO MAKE ALTERATIONS

4. Is a building permit required for the proposed alterations by the municipality?  Yes  No

If yes, give permit number and issuing municipality.  
Provide a copy of the permit

5. Will any entrance or exit of the premises as altered be within 200' of the entrance to a school, church or synagogue or other place of worship?  Yes  No

6. (a) Is there a change of premises address due to the Alteration?  Yes  No  
(If the address of the premises has changed since the last application, submit a written explanation or letter from the Post Office as well as an Endorsement Application to amend the address.)

(b) If so, give eliminated address and/or additional address.

7. (a) Estimated Cost of Alteration:

\$

(b) Source(s) of Funds used to pay for Alterations

8. TO BE ANSWERED BY ON-PREMISES LICENSEES ONLY:

Present Seating Capacity at tables

Proposed Seating Capacity at tables

Present Total Length of Bar

Proposed Total Length of Bar

The undersigned, each for himself, certifies that he is the applicant above named; that he knows the contents of the above application and the statements contained therein and the same are true of his own knowledge.

(Print Name)

certifies that he/she is

(Title)

of the above named applicant corporation; that he knows the contents of the above application and the statements and answers therein; that the same are true of his knowledge; that he has been authorized, by order of the Board of Directors of said applicant corporation to make the statements and answers in this application in behalf of said applicant corporation with the same force and effect as if said corporation made such statements and answers itself. The undersigned also certifies that they will meet all local code requirements of the municipality in which the premises is located and obtain any necessary permits required of him in order to perform the alteration within the boundaries of the law.

Dated

(Signature of Authorized Principal and/or each Partner)

**OFFICE USE ONLY:**

Approved or Disapproved

License Board Member

Dated