

Filing Checklist

Items that need to be submitted with your application.

This checklist has been created to better assist you with the application process. All items on the checklist must be complete and accurate to the best of your ability. If all items on the checklist are not submitted, the application may be *disapproved for Failure to Comply*.

All Applicants MUST submit the following Sections of the Retail License Application upon *filing* of the application:

- ___ Application
- ___ Right to Premise
- ___ Landlord Identification
- ___ List of Expenses
- ___ Establishment Questionnaire
- ___ Method of Operation
- ___ Citizenship Affirmation (for each principal not US born)
- ___ Applicant's Statement
- ___ Personal Questionnaire (for each Principal, Manager, Lender, Donor, etc.)

All Applicants MUST submit the following Supporting Documents upon *filing* of the application:

- ___ Bond , Form L-9 (signed by the applicant and expiring at the end of the initial licensing term)
- ___ Detailed Diagrams which include Interior and Block Plot
- ___ Investment Records showing the source and availability of the funds to be used for the venture
- ___ Lease/Deed/Contracts (any applicable for this venture)
- ___ Photo Identification for all applicant Principals and Managers
- ___ Photos of applicant Principals and Managers
- ___ Proof of Citizenship for all applicant principals NOT currently licensed with the NYS Liquor Authority(copy of Birth Certificate, Passport)
- ___ Photos of the proposed premises (interior including kitchen area and exterior)
- ___ Notice of Appearance (if represented by someone other than the applicant)

On-Premise (beer, beer & wine, beer, wine & liquor) Applicants MUST ALSO submit the following Sections of the Retail License application and the following Supporting Documents upon *filing* of the application:

- ___ 500' Rule Statement
- ___ 200'-Statement of Area Plan
- ___ Letter of request to waive the 2 bathroom rule (if only 1 bathroom)
- ___ Maximum Occupancy Certificate (if requesting the Bathroom Waiver)
- ___ Menu
- ___ Newspaper Affidavit
- ___ Certificate of Occupancy
- ___ Community Board/Municipality Notification-using the correct Standardized Form (For applicants outside of New York City, only on-premises liquor establishments must submit this document)

Off-Premise (beer, beer & wine, beer, wine & liquor) Applicants MUST ALSO submit the following Sections of the Retail License application and the following Supporting Documents upon *filing* the application:

- ___ Grocery Store Stipulation (Grocery Stores Only)
- ___ Liquor Store Questionnaire (Liquor & Wine Stores Only)
- ___ Frontal Elevation Diagram (Liquor & Wine Stores Only)
- ___ Pharmacy License Certificate (Drug Stores Only)

All Applicants MUST submit the following Supporting Documents before a license can be issued:

- ___ Certificate of Assumed Name (if a DBA is used)
- ___ Certificate of Authority to Collect Sales Tax
- ___ Coast Guard Certification (Vessels Only)
- ___ Department of State Filing Receipt
- ___ Photos of the premise showing ready to open and operate
- ___ Worker's Comp & Disability Insurance policy numbers & carrier names OR a Certificate of Attestation of Exemption from coverage.