

RENEWAL APPLICATION FORM CHECKLIST 2015/2016

- Have the Applicant and Trade Name lines been completed correctly?**
The applicant is the "person" or legal entity that will hold the liquor license. If the applicant is an LLC or Corporation, the LLC name or corporate name will be listed here (not the individual members of the LLC or any corporate officers)
- Are the premise address and mailing address correct?**
The premise address is the physical location of the business. The mailing address is where all correspondence is mailed including applications, licenses, etc. Large corporations holding several licenses may want to list the individual store address instead of the corporate address so the information will go directly to the store and not corporate offices.
- Has the dispensing room (Question 1 (a)) been completed correctly?**
This question asks for the dimensions of the dispensing room and where it is located in the building. Description must include the word "room". Odd shaped rooms can use total square footage.
- Have you checked to ensure ALL questions have been answered completely?**
If your operational hours for Sunday have changed, please note that on your application.
- If you have a lease agreement, is it valid through the TERM OF THE LICENSE?**
If your lease agreement will expire on or prior to March 31, 2016, you will need to submit a new lease with your renewal application.
- Does your lease agreement contain a provision from the Lessor to allow sale of alcoholic and/or malt beverages on leased premises?**
A simple addendum to the lease authorizing the sale of alcoholic and/or malt beverages that both parties have signed.
- For RESTAURANT AND BAR & GRILL LIQUOR LICENSE APPLICANTS:**
Have you attached a copy of your current valid food service permit or an application for a food service permit? Also, complete Question #4 with **actual** sales figures. **DO NOT** estimate.
- Have the required signatures been properly notarized? NOTE: All must be signed before the notary. If all are not present, have a separate attached page notarized.**
All individuals, all partners, two club members and two corporate officers or members must sign the application. If the LLC or Corporation is owned 100% by one member or officer, then that member or officer is the only one required to sign the application.
- Top Portion of Invoice and Check**
One check in the amount of the invoice.
- Dispensing Room Description**
Please note that the Wyoming Liquor Division is requesting a diagram of your dispensing room. Your application will be considered incomplete if this diagram, along with other required documents, is not submitted along with your renewal application.