



DEPARTMENT OF PUBLIC DEVELOPMENT

Planning & Zoning

Alcohol License Renewal Checklist

- A. Have a minimum of 3 full-time employees. Need a copy of their driver's license and alcohol license criminal background check (see attached letter - GAPS for Alcohol License Fingerprinting/Background Check)
- B. Registered Agent Certification.
- C. Due by the 1st Monday in November each year.
- D. State Alcohol License due by the 1st Monday in December each year.