

CITY OF MOSCOW
BEER AND/OR WINE LICENSE
TRANSFER / UPDATE APPLICATION
 LICENSE EXPIRES EVERY JANUARY 31ST



Date: _____

APPLICATION TYPE

Location Transfer Information Update State license #: _____

LICENSE TYPE AND FEES

Type of License	Amount	Total
<input type="checkbox"/> Transfer – beer <i>(not eligible for prorating)</i>	\$50.00	
<input type="checkbox"/> Transfer – wine <i>(not eligible for prorating)</i>	\$50.00	
<input type="checkbox"/> Inspection fee <i>(if location transfer and/or site plan update)</i>	\$30.00	
TOTAL		

BUSINESS INFORMATION *(required)*

Business name (DBA) _____ Phone # _____
 Business street address _____
 Business mailing address _____
 Type of business _____
 Business contact person _____ Phone # _____
 Business email _____
 Former business name *(if applicable)* _____

PROPERTY INFORMATION *(complete if updating)*

Premises are owned leased/rented
 Building owner name _____
 Building owner address _____
 Building owner contact email _____
 Building owner home phone: _____ Building owner cell phone: _____

If owned / mortgaged, include a copy of the deed.

If leased or rented, attach a copy of lease or other instrument indicating plainly thereon the clause, which constitutes owner's consent to the sale of alcohol on the premises.

PREMISES DIAGRAM / FLOOR PLAN

If updating a floor plan, attach a sketch (no architectural blue prints) showing the entire area proposed to be licensed to sell, serve, dispense or store alcoholic beverages. **See Attachment B for details and sample drawing.** The sketch should be on paper no larger than 8.5" x 11" and include requirements as stated on **Attachment B**.

IN-STORE MANAGER INFORMATION *(complete if updating)*

Manager's name _____

Length of Idaho residency _____ Date of Birth _____

APPLICANT INFORMATION *(complete if updating)*

Idaho State Tax Commission Seller's Permit Number _____

Applicant is a Sole proprietor (continue below) Partnership Corporation

If a corporation, partnership or association, provide information on Attachment A.

Applicant Name *(print - last, first, middle)* _____

List any and all previous names _____

Title _____ Date of birth _____

Address _____

Idaho resident Yes No Length of Idaho residency _____

Contact email _____

AFFIRMATIONS *(complete if updating applicant / owner / manager)*

Yes No Has Applicant or anyone listed on **Attachment A** ever had an alcohol license suspended, denied or revoked? *(if yes, attach explanation);*

Yes No Has Applicant or anyone listed on **Attachment A** ever been convicted of any felony, any alcohol-related misdemeanor or facing any pending criminal charges? *(if yes, attach explanation);*

Yes No Has Applicant or anyone listed on **Attachment A** ever held any interest in any other business licensed for the sale of alcoholic beverages? *(if yes, attach explanation);*

Yes No Does anyone have any financial interest in the Applicant's business not previously listed on **Attachment A**, including silent partners, private financial loans, etc.? *(if yes, list below, attach additional sheet if necessary);*

Name _____ Phone: _____

Address _____ Ownership interest _____

Yes No The applicant and/or anyone listed on **Attachment A** is the bona fide owner of the business which will be engaged in the sale of beer at retail and with respect to which such license is sought *(if no, attach explanation);*

Yes No The applicant, and/or each person employed by an applicant whose duties include the serving or dispensing of beer, and/or anyone listed on **Attachment A** is not less than nineteen (19) years of age *(if no, attach explanation);*

Yes No The condition and location of the proposed premises to sell beer at retail conforms to all laws and regulations of the State of Idaho and to the ordinances of the County of Latah, Idaho, and the City of Moscow applicable thereto relating to public health and safety and to the zoning ordinances of the City *(if no, attach explanation);*

Yes No Is there is a stamp or permit outstanding and in force which has been issued to any person by the United States government for the premises for which license to sell beer at retail is sought which stamp or permit denotes payment of any special tax imposed by the United States government on a retail dealer in liquor or wines unless said premises are premises for which a

retail license for sale of liquor by the drink issued under the provisions of Chapter 9, Title 23, Idaho Code (if yes, attach explanation);

Yes No Have you, the manager, employee, or anyone listed on **Attachment A**, within three (3) years immediately preceding the date of filing the application, been convicted of the violation of any law of the State, or any other State, or of the United States, or of any ordinance of any county or of the City, regulating, governing or prohibiting the sale, manufacture, transportation or possession of alcoholic beverages, intoxicating liquors, narcotic drugs or controlled substances, or within said time, suffered the forfeiture of a bond for failure to appear in answer to charges of any such violation (if yes, attach explanation);

Yes No Have you, the manager, employee, or anyone listed on **Attachment A** within five (5) years preceding the date of filing the application, been convicted of any felony or paid any fine or completed any sentence of confinement (if yes, attach explanation);

Yes No Have you, the manager, employee or anyone listed on **Attachment A** within three (3) years immediately preceding the date of filing the application had any license provided for in Moscow City Code, or any license or permit issued to the applicant pursuant to the law or ordinance of the State, or any other state, or of the United States, or of the City, to sell, manufacture, transport or possess alcoholic beverages or intoxicating liquors revoked (if yes, attach explanation).

OWNER TRANSFER CERTIFICATION (complete if transferring ownership)

I, the undersigned, do hereby certify that I am the current owner of the business described herein above and do hereby request the transfer of my City of Moscow Alcohol Beverage License to the new owner named above.

Applicant's Signature

Date

FINAL CERTIFICATION (required)

I, _____ (applicant name) shall indemnify and hold harmless the City of Moscow from and for any and all losses, claims, actions, judgements for damages or injury to persons and property and losses and expenses caused or incurred by _____ (business name), its servants, agents, employees, guests and business invitees, and not caused by or arising out of the tortious conduct of the City of Moscow or its employees.

I have read the foregoing and understand that the terms of this Agreement are contractually and legally binding and that no verbal statement to the contrary, by any person or entity, can void or alter the terms of this Agreement. By signing below, I, _____ (applicant name), certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct.

Applicant's Signature

Date

Return application to City Clerk, 206 E 3rd Street, Room 304 or PO Box 9203, Moscow ID 83843. A copy of the updated Idaho State Police (State of Idaho) and Latah County alcohol licenses are required, if applicable.

CITY OF MOSCOW
CORPORATION / PARTNERSHIP / ASSOCIATION



Date: _____

BUSINESS INFORMATION

Business name (DBA) _____ Business Phone # _____

Business contact person _____ Cell Phone # _____

APPLICANT INFORMATION

Applicant is a Partnership Corporation Association

Provide partner / officer / director information below.

Name (*print - last, first, middle*) _____

List any and all previous names _____

Title _____ U.S. Citizen Yes No Date of birth _____

Address _____ Length of Idaho residency _____

Name (*print - last, first, middle*) _____

List any and all previous names _____

Title _____ U.S. Citizen Yes No Date of birth _____

Address _____ Length of Idaho residency _____

Name (*print - last, first, middle*) _____

List any and all previous names _____

Title _____ U.S. Citizen Yes No Date of birth _____

Address _____ Length of Idaho residency _____

Name (*print - last, first, middle*) _____

List any and all previous names _____

Title _____ U.S. Citizen Yes No Date of birth _____

Address _____ Length of Idaho residency _____

Name (*print - last, first, middle*) _____

List any and all previous names _____

Title _____ U.S. Citizen Yes No Date of birth _____

Address _____ Length of Idaho residency _____

If a CORPORATION or ASSOCIATION, provide a copy of corporation papers and by-laws.

Date of incorporation/organization _____ Place of incorporation/organization _____

Principal business address in Idaho _____

**CITY OF MOSCOW
BEER, WINE AND/OR LIQUOR LICENSE
DIAGRAM OF PREMISES**



Date: _____

BUSINESS INFORMATION

Business name (DBA) _____ Business Phone # _____

Business contact person _____ Cell Phone # _____

PREMISES DIAGRAM / FLOOR PLAN

Attach a diagram (no architectural blue prints) showing the entire area proposed to be licensed to sell, serve, dispense or store alcoholic beverages. If applying for a sidewalk café, include the café area as well. The diagram should be on paper no larger than 8.5" x 11" and include the following:

- 1) dimensions of the premises sought to be licensed, including the sidewalk café area if applicable;
- 2) location of every entrance and exit to and from the premises;
- 3) location of every wall and interior partition of the premises;
- 4) location of the bar or bars from which beer will be dispensed;
- 5) location of the kitchen and kitchen facilities, if any;
- 6) location of the area wherein food and/or meals, if any, will be served to the public;
- 7) location of the lavatories and washrooms;
- 8) seating arrangement including location of tables, chairs and stools in the areas where beer, food and meals, and each of them will be served;
- 9) dimensions of each such area and room within the licensed premises;
- 10) location and dimensions of the access to the premises from the public street(s) of the City;
- 11) location and dimensions of the fire lane(s), if any, adjacent to the premises;
- 12) location and dimensions of the parking area, if any, for patrons using the premises.

