

CITY OF MOSCOW
LIQUOR LICENSE APPLICATION
INFORMATION UPDATE and/or LOCATION TRANSFER



Date: _____

APPLICATION TYPE

Information Update (no charge) Location Transfer State license #: _____

LICENSE TYPE AND FEES

Type of License <i>(fees not eligible for prorating)</i>	Amount	Total
<input type="checkbox"/> Location Transfer – Liquor <i>(includes cost of wine)</i>	\$562.50	
<input type="checkbox"/> Location Transfer – Beer – retail sale for off-premise consumption	\$50.00	
<input type="checkbox"/> Location Transfer – Beer – by the drink for on-premise consumption	\$50.00	
<input type="checkbox"/> Inspection fee	\$30.00	
TOTAL		

BUSINESS INFORMATION *(required)*

Updating corporate licensing information

Business name (DBA) _____ Phone # _____

Business street address _____

Business mailing address _____

Type of business _____

Business dates of operation _____ Hours of operation _____

Business contact person _____ Phone # _____

Business email _____

PROPERTY INFORMATION *(complete if transferring to a new location)*

Premises are owned leased/rented

Building owner name _____

Building owner address _____

Building owner contact email _____

Building owner home phone: _____ Building owner cell phone: _____

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

If premises are 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 _____

Yes No Have you, the manager, ever been convicted of any felony, any alcohol-related misdemeanor or facing any pending criminal charges? *(if yes, attach explanation);*

Yes No Have you, the manager, 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, 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, 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).*

Manager'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

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

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.

