

**CITY OF MOSCOW  
BEER AND/OR WINE LICENSE**



**NEW APPLICATION**

LICENSE EXPIRES EVERY JANUARY 31ST

Date: \_\_\_\_\_

**LICENSE TYPE AND FEES**

Type of License	Amount	Total
<input type="checkbox"/> Beer – retail sale for off-premise consumption	\$50.00	
<input type="checkbox"/> Beer – by the drink for on premise consumption	\$200.00	
<input type="checkbox"/> Wine – retail sale for off premise consumption <i>(must also have retail beer license) *</i>	\$150.00	
<input type="checkbox"/> Wine – by the drink for on premise consumption <i>(must also have retail beer license) *</i>	\$150.00	
<input type="checkbox"/> Wine – by the drink <b>AND</b> retail sale on/off premise <i>(must also have retail beer license) *</i>	\$200.00	
<input type="checkbox"/> Inspection fee <i>(may be waived if a building permit is required for any construction/remodel)</i>	\$125.00	<b>\$125.00</b>
<input type="checkbox"/> Restaurant Certification	\$0.00	
<b>TOTAL (all fees nonrefundable)</b>		

*\* Licensed wineries are not required to possess a retail beer license as a prerequisite to a retail wine license.*

**BUSINESS 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 \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant is a  Sole proprietor  Partnership  Corporation

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

Applicant Name *(print - last, first, middle)* \_\_\_\_\_

List any and all previous names \_\_\_\_\_

Title \_\_\_\_\_ Date of birth \_\_\_\_\_

Mailing Address \_\_\_\_\_

Idaho resident  Yes  No Length of Idaho residency \_\_\_\_\_

Contact email \_\_\_\_\_ Phone \_\_\_\_\_

Idaho State Tax Commission Seller's Permit Number (SEIN) \_\_\_\_\_

Idaho Tax ID Number (FEIN) \_\_\_\_\_

- 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 \_\_\_\_\_

**MANAGER INFORMATION (local manager in charge of selling alcohol)**

Manager's name \_\_\_\_\_

Length of Idaho residency \_\_\_\_\_ Date of Birth \_\_\_\_\_

**PROPERTY INFORMATION**

Premises are  owned  leased/rented

Building owner name \_\_\_\_\_

*If same as applicant, move on to premises section.*

Building owner address \_\_\_\_\_

Building owner contact email \_\_\_\_\_

Building owner home phone: \_\_\_\_\_ Building owner cell phone: \_\_\_\_\_

Premises are within 300 feet of a public school, church, or any other place of worship  Yes  No

*If premises are owned / mortgaged, include 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**

Attach a diagram (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.** 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.

## RESTAURANT CERTIFICATION

Is the business a full-service restaurant?       No       Yes

If yes, please read the following paragraph and certify with your signature.

If no, proceed to Hold Harmless.

I, \_\_\_\_\_, (applicant name) being first duly sworn on oath, depose and agree that:

- I am connected with the above business as the \_\_\_\_\_ (owner, partner, officer);
- the premises for which said license above-specified has been issued, are now and will continue to be, premises constituting and operating as a “restaurant” as defined by Moscow City Code Title 9, Section 6-2, to-wit: Restaurant: any restaurant, café, hotel dining room, coffee shop, cafeteria, railroad dining car or other eating establishment having kitchen and cooking facilities for the preparation of food and where hot meals are regularly served to the public;
- this application and statement under oath is made for the purpose of obtaining a certificate showing the beer license has been issued for premises which constitute and are being operated as a restaurant;
- the premises for which application is made has a kitchen and cooking facilities and hot meals are regularly served to the public at said premises.

\_\_\_\_\_  
*Applicant's signature*

## AFFIRMATIONS

- 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*);



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 # \_\_\_\_\_

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- 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;
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- 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.

