

INSTRUCTIONS FOR CITY OF BOWLING GREEN ABC APPLICATION

A. Complete and submit appropriate State Application Forms. All State application forms and required fees should be returned to the City for review and, if approved, signature of the City ABC Administrator. ***Please allow time within your application process for the local review.*** After the local Administrator has approved or denied each application received, the State documents and forms must be submitted to the Kentucky Alcoholic Beverage Control Board in Frankfort, Kentucky. *All properties identified in the application for an alcohol license are subject to inspection during the application approval process.*

****Please note – In order to avoid the applicant being required to provide duplicate information to the City and State, the information provided on the State application is part of the City ABC licensing process and a copy of the State application must be submitted and signed by our local administrator for the local ABC license to be processed.****

B. For a new business, a Bowling Green Business Registration Application must be completed and returned with the appropriate fee attached to this Application Form. (See below)

C. Payment of all alcohol license fees to the City of Bowling Green, Kentucky must be submitted with this application in the form of a Certified Check, Cashier Check, or Money Order made payable to the Bowling Green City. Credit Card payments are also accepted by Visa, Mastercard, and Discover.

The following City ABC license fees are listed at the “full year rate”: *Fees (not including temporary) are prorated to half price after January.*

NQ Retail Malt Bev Package	\$ 200.00	Quota Retail Drink	\$ 1,000.00	Special Sunday Retail Drink	\$ 300.00
NQ-4 Retail Malt Bev Drink	\$ 200.00	NQ-1 Retail Drink	\$ 2,000.00	Supplemental Bar License	\$1,000.00
Microbrewery License	\$ 500.00	NQ-2 Retail Drink	\$ 1,000.00	Extended Hours Supplemental	\$2,000.00
Malt Beverage Distributor	\$ 400.00	NQ-3 Retail Drink	\$ 300.00	Cater License	\$ 800.00
		Quota Retail Package	\$ 1,000.00		
Temp Beer	\$ 25.00	Temp Wine	\$ 50.00	Temp Liquor by the drink	\$ 50.00

Bowling Green Occupational License Fees:

Registration Fee \$ 50.00 (not pro-rated) Entertainers License \$ 240.00 (pro-rated)

Check List:

1. If you do not own the building where you plan to establish your licensed business, you must include a copy of the lease, dated and signed by both the lessee and the lessor. The Lessee must be the same party, or parties, as listed on the Application Forms. The lease must be valid and in force through the full licensing period. The City’s license period ends annually on June 30.
2. Have you completed the four forms for the local agencies and obtained the signature of an authorized representative for that agency?
3. If doing a transitional license, have you provided documentation that the closing has occurred?
4. Have you included a copy of your capacity sign?

If you have questions concerning this application call (270) 393-3000 or visit us at 1017 College Street, City Hall Annex. Our mailing address is P. O. Box 1410, Bowling Green, Kentucky 42102-1410.

ALCOHOLIC BEVERAGE CONTROL APPLICATION FORM

City of Bowling Green, Kentucky

1017 College Street; P. O. Box 1410, Bowling Green, Kentucky 42102-1410

(270) 393-3000

www.bgky.org

SECTION ONE:

Name of Applicant: _____

d/b/a: _____

Business Address: _____

Mailing Address: _____

Business Phone: _____ Local Manager _____

Email Address: _____ Desired Opening Dated _____

SECTION TWO:

Fees: (Fill in amount(s) from our attached Schedule for each applicable license)

NQ Retail Beer Pack	\$ _____	NQ4 Retail Malt	\$ _____	NQ3 Retail Drink	\$ _____
Quota Retail Package	\$ _____	Drink		Supplemental Bar	\$ _____
NQ1 Retail Drink	\$ _____	NQ2 Retail Drink	\$ _____	Wholesale Liquor	\$ _____
Quota Retail Drink	\$ _____	Sunday Liquor	\$ _____	Malt Bev Distr	\$ _____
Temporary Beer	\$ _____	Temporary Liquor	\$ _____	Temporary Wine	\$ _____
Other	\$ _____				

Total ABC Fees Remitted: \$ _____
Bowling Green Occupational Fees Included: \$ _____
Live Entertainment License Fee if Applicable \$ _____

FEE DUE: \$ _____

SECTION THREE:

Affidavit

I, _____ do hereby solemnly swear or affirm that I am aware that my **State application is incorporated and made a part of this application**, and that the answers contained therein plus the questions responded to above are true and correct to the best of my knowledge, information and belief. I further understand that in accordance with Section 4-4.02 of the Alcoholic Beverage Control Ordinance of the City of Bowling Green, Kentucky, I hereby consent to the authority of the Alcoholic Beverage Control Administrator and his investigators for: (a) inspections and searches of the licensed premises listed above; (b) confiscation of articles found on said licensed premises in violation of any Ordinance or Statute; and (c) emergency temporary closure of the licensed premises if the public health, safety, morals and welfare is threatened by multiple violations of any Ordinance or Statute involving disturbance of the peace or public disorder during the course of one day's operation of the licensed premises.

Date of Application: _____ Signature of Applicant: _____

Applicant's Title: _____

This is to certify that the foregoing document was subscribed and sworn to before me this the _____ day of _____, 20 _____.

NOTARY PUBLIC **NOTARY NUMBER**
County of _____ State of _____ My Commission Expires _____

Approved: _____
Doug Hawkins, Alcoholic Beverage Control Administrator Date _____

VERIFICATION OF FOOD SERVICE COMPLIANCE
Related to
City of Bowling Green, Kentucky
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

This form must be completed by the Barren River District Health Department, Environmental Division, 1109 State Street, Bowling Green, Kentucky before submitting your application for an Alcoholic Beverage License.

This is to certify that the property located at _____, to be occupied by a Food Service Establishment known as _____,
Has contacted this office in order to obtain all necessary food service permits required by the Kentucky Food Service Code, with the following conditions, if any: _____

Signed this _____ day of _____, 20 ____.

Barren River District Health Department Representative

THIS FORM DOES NOT VERIFY THAT THE ABOVE NAMED BUSINESS QUALIFIES FOR STATUS AS A "RESTAURANT" UNDER STATUTES, ADMINISTRATIVE REGULATIONS OR BOWLING GREEN CITY CODE PERTAINING TO ALCOHOLIC BEVERAGE CONTROL, SUCH VERIFICATION IS MADE BY THE CITY ALCOHOLIC BEVERAGE CONTROL ADMINISTRATOR.

VERIFICATION OF ZONING COMPLIANCE
Related to
City of Bowling Green, Kentucky
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

This form must be completed by the City-County Planning Commission, located at 1141 State Street, Bowling Green, Kentucky, before submitting your application for an Alcoholic Beverage License.

The current zoning of the property located at _____,
Bowling Green, Kentucky is _____.

This zoning does / does not (circle one) allow for the sale of alcoholic beverages by the drink or package, with the following conditions if any: _____

Signed this _____ day of _____, 20 ____.

City-County Planning Commission Representative

VERIFICATION OF BUILDING CODE NOTIFICATION
Related to
City of Bowling Green, Kentucky
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

This form must be completed by the City's Department of Neighborhood & Community Services, located at 707 East Main Avenue, Bowling Green, Kentucky, before submitting your application for an Alcoholic Beverage License.

If you wish to mail this application to Neighborhood & Community Services, please use the following address:

PO BOX 430, BOWLING GREEN, KY 42102-0430

This is to certify that the property located at _____, to be occupied by the business known as _____, has contacted this office in order to obtain information for compliance with the Department of Neighborhood & Community Services.

Signed this _____ day of _____, 20__.

Neighborhood & Community Services Representative

****THIS FORM DOES NOT VERIFY THAT THE ABOVE NAMED BUSINESS IS IN COMPLAINECE, ONLY THAT A CONTACT WITH NEIGHBORHOOD & COMMUNITY SERVICES DEPARTMENT HAS BEEN MADE. ****

VERIFICATION OF FIRE DEPARTMENT NOTIFICATION
Related to
City of Bowling Green, Kentucky
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

This form must be completed by the City's Fire Department, 625 E. 6th Ave, Bowling Green, Kentucky, before submitting your application for an Alcoholic Beverage License.

This is to certify that the property located at _____, to be occupied by the business known as _____, has contacted this office in order to obtain information concerning the City's Fire Department requirements for building safety.

Signed this _____ day of _____, 20__.

City Fire Department Representative

****THIS FORM DOES NOT VERIFY THAT THE ABOVE NAMED BUSINESS IS IN COMPLAINECE, ONLY THAT A CONTACT WITH FIRE DEPARTMENT HAS BEEN MADE. ****

Business Name _____

City Account Number _____

Enclosed is check or money order # _____ for \$ _____
Make payable to the Treasurer , City of Bowling Green and mail to P.O. Box 1410, Bowling Green KY 42102.

OR

Please bill my Visa MC DIS Account # _____ Amt \$ _____

Expiration _____ Security Code (3 digits on back of card)

Authorized Signature _____

Billing Address for Card _____

If paying by credit card, form may be faxed to 270-393-3636