

# LIQUOR LICENSE CHECKLIST

- Start date for the license
- State and Federal I.D. Numbers
- Workers' Comp insurance policy in place with insurance company name and policy number (or pending policy number, if policy number will be assigned after the closing/transfer date) and dates of coverage
- Liquor Liability insurance certificate (**not a binder**) with insurance company name and policy number (or pending policy number, if policy number will be assigned after the closing/transfer date) and dates of coverage. Dates of coverage must be for the entire or remainder of the license period. Name of the insured must match **exactly** the name on the license and application. Physical address of the business/trade name that the liquor license is issued to must be on the certificate. Certificate holder is: Crow Wing County Auditor-Treasurer, 326 Laurel Street, Suite 22, Brainerd, MN 56401
- Business registered with the Minnesota Secretary of State's Office
- Affidavit of Assumed Name filed with the Minnesota Secretary of State's Office, if using a DBA other than full legal name
- Consent of Town Board
- All required applications and forms with all questions fully answered and completed
- State Alcohol and Gambling Enforcement Applications - describe premises to be licensed section must have the full physical address of the establishment, entire building or detailed description of the portion of the building the license will cover and any physically connected attachments to the main structure such as patios, decks or pavilions. If a patio, deck or pavilion is built at a later date, the licensee must notify the Auditor-Treasurer's office and complete a new application to include the attached patio or deck in the description of the premises.
- If leasing the premises, a copy of the lease. The lease must state who is responsible for paying the property taxes.
- Restaurants only- Copy of the food license.
- Transfers only – Letter from current license holder(s) agreeing to transfer the liquor license to the applicant(s)
- Transfers only – Complete inventory list signed by the seller(s) and applicant(s) of the size, number and brand of liquor being transferred.

**IF BUSINESS IS CLOSED, SOLD OR TRANSFERRED, THE LICENSE IS RENDERED NULL AND VOID. PHYSICAL LICENSE MUST BE RETURNED TO THE AUDITOR-TREASURER'S OFFICE WITHIN 30 DAYS.**