

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION**

Location: 3322 OLD GARNER ROAD
RALEIGH NC 27610
(919) 779-0700
www.ncabc.com

MAIL TO ADDRESS ON BACK OF FORM

HOW TO APPLY FOR AN ABC RETAIL PERMIT

I. INSTRUCTIONS

- A. Complete this application in its entirety. It must be signed and notarized.
- B. The correct fee(s) must accompany the application. Payment must be by a certified check, cashier's check or money order and made payable to the North Carolina ABC Commission.
- C. Include one (1) completed fingerprint card for each person participating in the business who is required to submit an application. A required fingerprint-processing fee of \$38.00 per person may be added with the permit fee in a single check.
- D. Include a registered copy of the deed, lease or rental agreement, specifying the applicant(s) as owner/lessee. This document must include the address or property description of the business. The lease/rental agreement must include the effective beginning date of the agreement.
- E. The following additional documents are required for:

1. RESTAURANT AND HOTELS applying for fortified wine, brownbagging restaurant and/or mixed beverages.

- a. A copy of the food menu.
- b. The price list of common or popular mixed beverages.
- c. Photographs that show the following:
 - (1) The front exterior of the premises.
 - (2) All the dining areas, including patios and outdoor areas, where alcoholic beverages may be sold or consumed.
 - (3) The bars, counters and mixing stations.
 - (4) The storage area(s) for alcoholic beverages.
 - (5) The entire kitchen with all equipment.

2. EATING ESTABLISHMENTS applying for an unfortified wine permit must submit a copy of the food menu.

3. PRIVATE CLUBS

- a. A copy of the membership card or certificate.
- b. A copy of the membership application form.
- c. A copy of the written policy on granting full and limited memberships.
- d. A copy of the written policy on use of facilities by guests.
- e. A copy of the charter, constitution and by-laws, if any.

4. SPECIAL REQUIREMENT When applying for a temporary permit the following documents are *required* for a retail permit.

- a. A completed Local Government Opinion Form (Form 001) signed by the appropriate official.
- b. A completed Building, Fire and Zoning Inspection Form (Form 002) signed by the appropriate official.
- c. A completed Recycling Compliance form
- d. A completed Proof of Alcohol Seller/Server Training form

5. BREW ON PREMISE Attach a separate sheet describing the operations and purpose of business.

II. WHO MUST FILE

- A. Individual Operation – The individual owner of the business is required to file an application.
- B. General Partnership Operation – Each partner is required to file a separate application.
- C. Limited Partnership – The general partner(s) is required to file.
- D. Corporation Not Holding A Permit In This State – Each officer, manager and any stockholder owning 25% or more of the stock must file separate applications. (*NOTE: Articles of Incorporation must be submitted.*)

- E. Corporation Currently Holding A Permit In This State And Applying For A Permit At An Additional Location – Only the manager is required to file an application.
- F. Limited Liability Company (LLC) – If member managed, all members owning a 25% or greater interest must file; or, if no one owns a 25% interest, the managing members must file. If manager managed, the person or persons acting as manager on behalf of the LLC must file, in addition to any member who owns a 25% or greater interest in the company. (NOTE: Articles of Organization must be submitted and, if manager managed, applicant must submit copy of Operating Agreement.)
- G. If a 25% interest holder in an LLC or a corporate stockholder is another business entity (partnership, corporation, or LLC), a partner, an officer or member must complete the application on behalf of that business entity.
- H. Corporations, LLC's And Limited Partnerships – Indicate name and address of registered agent and office.
- I. Non-Residents (Individual or Partnership) – All non-resident individuals or partnerships shall file as required above. In addition, a resident manager shall be appointed by the non-resident applicant as attorney-in-fact. This manager shall also complete the required application. A certified copy of an executed power-of-attorney, which shall be registered in the county where the proposed licensed premises is located, shall be submitted with the application.

III. PERMIT RENEWAL

All Brownbagging Permits, Special Occasion Permits and all Mixed Beverage Permits expire on April 30 of each year. Paying the renewal fee by April 30 may renew permits. Notices are mailed to permittees during the month of February. The permittee is responsible for renewing the permit, and failure to receive a notice is not justification for being allowed to retain the permit beyond April 30. Permits not renewed by April 30 will be cancelled. After April 30, should new permits be desired, a new application must be submitted and the full fee paid. Application and renewal fees are not prorated.

IV. PERMIT REGISTRATION/INSPECTION FEE

All on and off premise malt beverage, fortified wine and unfortified wine permittees must pay an annual Registration/Inspection Fee by May 1. Notices are mailed to permittees during the month of February.

V. PERMIT FEES

All application fees must be submitted by a certified check, cashier's check or money order, and made payable to the **North Carolina ABC Commission**. All fees are deposited with the State Treasurer, and no provisions are made for refunds whether the application is approved, rejected or withdrawn.

TYPES OF PERMITS	FEE REQUIRED
1. Malt Beverage (Beer)	\$400.00**
2. Fortified Wine	\$400.00**
3. Unfortified Wine	\$400.00**
4. Mixed Beverage Restaurant	\$1000.00*
5. Mixed Beverage Hotel	\$1000.00*
6. Mixed Beverage Private Club	\$1000.00*
7. Mixed Beverage Convention Center	\$1000.00*
8. Mixed Beverage Community Theater	\$1000.00*
9. Mixed Beverage Sports Club	\$1000.00*
10. Mixed Beverage Non-Profit Organization	\$1000.00*
11. Mixed Beverage Political Organization	\$1000.00*
12. Mixed Beverage Catering	\$200.00*
13. Mixed Beverage Guest Room Cabinet	\$1000.00*
14. Mixed Beverage Residential Private Club	\$1000.00*
15. Mixed Beverage Tourism Resort	\$1000.00*
16. Mixed Beverage Tour Boat	\$1000.00*
17. Brownbagging Restaurant (Small) seating capacity 36-49	\$200.00*
18. Brownbagging Restaurant (Large) seating capacity 50 or more seats	\$400.00*
19. Brownbagging Private Club	\$400.00*
20. Brownbagging Community Theater	\$400.00*
21. Brownbagging Veterans Organization	\$400.00*
22. Special Occasion	\$400.00*
23. Brew on Premise	\$400.00
24. Culinary	\$200.00
25. Ship Chandler	\$0
26. Wine Shop	\$100.00
27. Wine Tasting	\$100.00

* DENOTES ANNUAL RENEWAL FEE REQUIRED ON OR BEFORE APRIL 30 OF EACH YEAR.

** DENOTES ANNUAL REGISTRATION/INSPECTION FEE REQUIRED ON OR BEFORE MAY 1 OF EACH YEAR.