



**Park City Municipal Corporation**  
445 Marsac Avenue, PO Box 1480  
Park City, UT 84060  
(435) 615-5221  
(435) 615-4917 Fax  
[www.parkcity.org](http://www.parkcity.org)

## **INFORMATION FOR COMPLETING LIQUOR LICENSE APPLICATION FORM**

Liquor licenses are required for any business or function which allows customers, members, guests, visitors, or any other persons to purchase, possess or consume liquor on the premises of the place of business. All of the state requirements must be met and approved. All liquor licenses are required to be renewed each year by December 31, even if you are exempt from paying a business license fee.

A business license must be applied for or active when applying for a liquor license.

The following is required of all new applicants:

- Obtain application and information packet from the Utah Department of Alcoholic Beverage Control. The U.D.A.B.C. only meets once a month. Applicant must allow a minimum of two weeks to process the Park City Application.
- Must meet all requirements for a regular Park City business license.
- Must fill out a Beer & Liquor license application.

All owners, Officers, and Directors of the business are required to have a required criminal background check through the Utah Department of Public Safety Bureau of Criminal Identification.

- Following all departmental approvals, the City Recorder will sign a local consent letter.
- A liquor license is not valid until approved by the State of Utah as well as Park City.
- Off premise or resale beer license needs only to be approved locally by Park City Municipal Corporation.

### **Temporary Beer and Liquor Licensing**

A license granted for a special event providing beer or liquor to the public in which the business wishes to sell or offer any goods or merchandise, or the offering of any service for valuable consideration. The following is required of all new applicants:

- If the applicant wishes to sell liquor, they must also obtain an application from the Utah Department of Alcoholic Beverage Control. If they desire to serve beer only, they need only to be approved by Park City Municipal Corporation.
- A Beer and Liquor license application must be filled out
- A required criminal background check must be completed for all owners, officers and directors listed on the application.
- Fees are due at application.

The following instructions are included to assist in filling out the liquor license application. If you have further questions please call (435) 615-5225.

1. Enter the business sales tax number here.
2. If the applicant has been issued a State License (ex: for Contractors, Realtors, Massage Therapists, etc) enter that number here.
3. When the business' name was registered with the State Of Utah ([www.commerce.utah.gov](http://www.commerce.utah.gov)), a DBA number was assigned.
4. When registering the business a Federal ID Number (FIN or EIN) was assigned
5. If your business is registered using a SSN instead of a Federal ID number enter the SSN here.
6. Enter the name of the business as well as any d.b.a. name along with the physical address of the business applying for the license.
7. Enter the mailing address, even if it is the same as the business' physical address. Enter the business telephone number, fax number and a website and/or email address if there is one.
8. Enter the NAICS Code that matches the type of business applying for.
9. Enter a general description of the activity that would require the license and the owners drivers license numer.
10. Enter the name, address, phone number & birth date of the Local Responsible Party.
11. Enter the name, address, phone number & birth date of the Owner.
12. Read and understand this paragraph before it is signed. Enter the signer's position, their signature and the date of signature.

FEES – The minimum fee is \$100. Each event is \$50, but if you only have one event that you are applying for the minimum is still \$100. If you have two events the fee is \$100, if you have 3 events the fee is \$150, etc.

Please make sure that the application has been signed, dated, has your company Federal ID number and a phone number for a Local Responsible Party who can answer questions that may come up.

If you need further assistance or information regarding your business license please call Shelley at (435) 615-5225 or email [shatch@parkcity.org](mailto:shatch@parkcity.org).