

PROCEDURE TO CHANGE, ALTER OR MODIFY LIQUOR-LICENSED PREMISES

All expansions, enlargements and modifications of the premises of a liquor-licensed establishment must be approved by the Northglenn Liquor Licensing Authority prior to the modification. Upon approval of the modification plans by the Northglenn Building Department, submit the following to the Northglenn City Clerk's office for consideration by the Liquor Licensing Authority:

1. Initial Submission and Fees:

The applicant must submit State Form DR8442 for Modification of Premises to the City Clerk's Office. This form can be obtained on the website or by calling the City Clerk's office at 303-450-8757.

Application Fees: \$150.00 payable to the Colorado Department of Revenue.
 \$ 75.00 payable to the City of Northglenn.

2. Plans and Specifications:

An existing layout "before" of the licensed premises and an "after" modification layout must be submitted on 8½ X 11 paper. (2 separate diagrams)

The floor plan should be approved by the Building Department prior to submission to the Liquor Licensing Authority. Liquor Licensing Authority approval must take place prior to commencement of construction.

If the premises to be modified are leased, a copy of the lease, in the applicant's name only, must be submitted.

3. After the Local Licensing Authority has approved the modification plans, the application will be sent to the Colorado Liquor Enforcement Division, State Licensing Authority for final approval.

**IN NO WAY DOES THIS PROCEDURE MAKE IT UNNECESSARY FOR
THE APPLICANT TO SECURE THE PROPER BUILDING PERMIT OR TO
CONFORM WITH THE BUILDING CODES.**