



# CITY OF CAÑON CITY

**City Clerk**

P.O. Box 1460 • 128 Main Street  
Cañon City, CO 81215-1460  
(719) 269-9011 • [www.canoncity.gov](http://www.canoncity.gov)

## New Retail Liquor License

### Application Guidance

**The information contained within this document is being provided by the City as a guide to the process of obtaining a liquor license. It is not intended to provide any legal advice. If you have legal questions or need legal advice, please consult with an attorney.**

**Who needs a liquor license?** Any person who wishes to sell or serve alcohol beverages to the public for consumption must obtain a liquor license from the City and the State of Colorado. To obtain a license, a liquor license application must be filed with the City of Cañon City, City Clerk. Application forms may be found at Colorado Department of Revenue, Liquor Division's website or requested through the City Clerk. The City Clerk will process the application and facilitate consideration by both the City of Cañon City Liquor Licensing Authority and the State of Colorado Liquor Enforcement Division.

**What types of licenses are available?** There are several different types of liquor licenses under Colorado law. Generally, the type of license to pursue will depend on what type of beverages are planned to be sold or served, as well as food service requirements for each type of license. Please contact the City Clerk to discuss the type of license you need.

**How much does it cost?** The costs associated with a liquor license can vary. Application and license fees are collected for the City of Cañon City and the State of Colorado with the submission of an application. There are also fees related to processing fingerprints, required to be submitted by certain individuals associated with the business which will be licensed. To determine the current costs, applicants should obtain the most recent fee schedule from the City Clerk as fees are adjusted from time to time.

**What are the requirements?** Requirements for obtaining a liquor license depend on what type of applicant is named on the license and the type of license to be requested. In all cases, however, the moral character of the applicant and the needs and desires of the neighborhood are considered. At this time, the City has not designed certain "neighborhoods" within the City and the entire City is considered a neighborhood for establishing the needs and desires requirement of a liquor license application. The applicant is solely responsible for demonstrating the needs and desires of neighborhood and the method to demonstrate that.

**What is the process once an application has been submitted?** The City Clerk will schedule a public hearing to take place at the Regular City Council Meeting once a fully executed and complete application is received. The City Clerk, on behalf of the Licensing Authority, will conduct an investigation of the applicant and the application. Five days prior to the public hearing, the City Clerk will provide the findings of the investigation to the applicant and any interested parties. The applicant shall be prepared to address any adverse findings of the investigation. .

**What can the applicant expect at the public hearing?** The applicant is required to attend the public hearing and will receive notice of the date and time. Failure to attend the hearing may result in the denial of the liquor license application. At the public hearing, the applicant will be asked to provide evidence as to why the application should be approved and answer questions from the Licensing Authority. Interested parties will also be given the opportunity to offer testimony.

After the public hearing is concluded, the Licensing Authority may approve the application, approve the application with certain conditions, or deny the application. If approved, the approval will be forwarded to the State Liquor Enforcement Division for consideration. Once approved by both authorities, the City and State liquor licenses will be issued through by City Clerk. Once issued, the liquor licenses must be posted in a conspicuous location within the establishment. Both licenses are required to be renewed on an annual basis and the licensee is responsible for requesting renewal.

**How long does it take to get a new liquor license?** Approval of a liquor license is a two-tier process in Colorado; you may want to visit the State Liquor Enforcement Division's website at [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor) for more information. The liquor licensing process generally takes two to three months to complete. Failure to file applications in a timely manner may result in a delay in obtaining the liquor license. For the licensing approval to be completed quicker, select to have a concurrent review so that both the City and State licenses are reviewed at the same time.

**What happens after the Public Hearing?** Once everything is completed and you have received your liquor license from the City and State, you must complete an inspection prior to opening. You must obtain your Certificate of Occupancy prior to the inspection. The Liquor Licenses and your Minor Warning Sign (12-47-901(5)(h) (C.R.S) State Liquor Enforcement) must be posted.

## **APPLICATION SUBMITTAL REQUIREMENTS:**

The following documents/information must be submitted as part of an application for a new liquor license: A complete application packet must be submitted. All documents and attachments must be complete and accurate, fully executed, typed or printed in black ink, and correspond with the address of the proposed establishment and the name of the applicant, exactly.

### **A. APPLICATION FORMS:**

1. DR 8404 Colorado Liquor License Application; or
2. DR 8403 Colorado Fermented Malt Beverage License Application
4. Certificate of Authority (if foreign company)

### **B. ADDITIONAL APPLICATION MATERIALS:**

Please review the Colorado Department of Revenue (DOR) application form carefully to ensure submission of all materials required for the type of license and type of applicant. This includes materials related to the licensed premises, corporate structure, financial records and criminal background information. The Clerk can answer questions regarding the additional application materials needed.

### **C. PETITION FOR NEEDS AND DESIRES:**

The applicant may decide to circulate a petition to demonstrate the needs and desires for a new liquor license. This is not the only method to establish the needs and desires and the applicant will need to make the decision on how to meet this criteria. The City cannot assist with that decision.

If the applicant decides to circulate a petition, the applicant may obtain a petition from the City Clerk. All signers of the petition must:

1. Reside in Canon City
2. Be a minimum of 18 years of age.
3. Print and sign their first and last name.
4. Print their Address
5. All information must be legible.

### **D. OTHER:**

1. Copy of City Sales Tax License or Application
2. State Sales Tax Number MUST be obtained from Colorado Department of Revenue and listed on the application.

### **E. FEES:**

**Please consult with the City Clerk's Office for the most current fee schedule.**



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## Fingerprinting for Liquor License Applications

Colorado Bureau of Investigation (CBI) utilizes the following third-party vendors to facilitate the fingerprinting process for the criminal history check portions of applicant background investigations.

Vendor	Website	Telephone Number
IdentoGo	<a href="https://uenroll.idetogo.com">https://uenroll.idetogo.com</a>	1 (844) 539-5539
Colorado Fingerprinting	<a href="http://www.coloradofingerprinting.com">www.coloradofingerprinting.com</a>	1 (833) 224-2227

Provide the following information to the vendor:

**CBI Account Number:** CONCJ7313

**Service Code:** 25YQ6K

**Employer and Address:** For a license in the city of Cañon City, the “employer and address” will be listed as the City of Cañon City. This ensures the results will be returned to the proper location for the processing of the background investigation.

**City of Cañon City Clerk's Office**  
**PO Box 1460/128 Main Street**  
**Cañon City, CO 81212**

**Reason Fingerprinted:** Liquor Licensing, C.R.S. 44-3-307

**Fees:** Payable directly to the vendor at the time of the appointment:

**Service Fee:** \$10.00

**CBI Fingerprinting Processing Fee:** \$38.50 per person, for liquor licensing.  
Fees are payable via credit/debit card, business check, money order only.