



OFFICE OF THE CLERK AND RECORDER
REQUIRED DOCUMENTS LIST
LIQUOR OR 3.2% BEER LICENSE RENEWAL
 As of August 6, 2018

A. RENEWAL:

1. State Form DR 8400:
 - a. Complete all sections.

2. State Form DR 4679:
 - a. Complete form only if one of the following is applicable:
 1. Sole Proprietorship
 2. Husband/Wife Partnership
 3. Partners in General Partnership

3. Fees (see charts):
 - a. Check payable to El Paso County Clerk & Recorder.
 - b. Check payable to Colorado Department of Revenue.

COLORADO LIQUOR AND BEER CODE:

WEB SITE: <https://www.colorado.gov/pacific/enforcement/liquor-enforcement-laws-rules-regulations>

RENEWAL APPLICATION FEES	COUNTY LICENSE & APP. FEES:	STATE LICENSE & APP. FEES:
3.2% FERMENTED MALT BEVERAGE (3.2% BEER SALE OFF, ON, OR BOTH)	82.50	117.50
RETAIL LIQUOR STORE LICENSE	112.50	312.50
LIQUOR LICENSED DRUGSTORE	112.50	312.50
BEER & WINE LICENSE	138.75	436.25
BEER & WINE (RESORT HOTEL)	131.25	436.25
HOTEL & RESTAURANT LICENSE	150.00	500.00
H & R WITH OPTIONAL PREMISES	150.00	500.00 (plus 100.00 for each Optional Premises)
RESORT COMPLEX LICENSE	150.00 (plus 15.00 for each additional Related Facility)	500.00 (plus 75.00 for each Related Facility)
LODGING & ENTERTAINMENT	150.00	500.00
TAVERN LICENSE	150.00	500.00
OPTIONAL PREMISE LICENSE	150.00	500.00
RETAIL GAMING TAVERN LICENSE	150.00	500.00
BREW PUB/DISTILLERY PUB	150.00	750.00

LICENSE		
VINTNERS RESTAURANT LICENSE	150.00	750.00
CLUB LICENSE	116.25	308.75
ARTS LICENSE	116.25	308.75
RACETRACK LICENSE	150.00	500.00

ADDITIONAL FEES	COUNTY	STATE
BED & BREAKFAST PERMIT (NEW & RENEWAL)	25.00	71.25
SPECIAL EVENTS PERMIT (COUNTY = PER EVENT)	75.00	N/A
ART GALLERY PERMIT (NEW)	103.75	142.50
ART GALLERY PERMIT (RENEWAL)	103.75	71.25
TASTINGS PERMIT (RETAIL LIQUOR STORE/LIQUOR LICENSED DRUG STORE)	100.00	N/A
TASTINGS PERMIT MODIFICATION (RETAIL LIQUOR STORE/LIQUOR LICENSED DRUG STORE)	75.00	N/A
EXPIRED RENEWAL APP. (PLUS RENEWAL APPLICATION FEES) *Expired less than 90 days	500.00	500.00
CHANGE CORPORATE OR TRADE NAME	N/A	50.00
CHANGE CORP./LLC STRUCTURE (PER OFFICER/MEMBER)		100.00
CHANGE CORP./LLC STRUCTURE (POSITION SHIFT)	N/A	N/A
DUPLICATE LICENSE	N/A	50.00
MANAGER'S REGISTRATION (H&R/ H&R W/OPTIONAL PREMISES/RESORT COMPLEX/TAVERN/LODGING & ENTERTAINMENT)	75.00	75.00
MANAGER PERMIT (LIQUOR LICENSED DRUG STORE)	N/A	100.00
MINI BAR PERMIT	N/A	500.00
MODIFICATION OF PREMISES	N/A	150.00
TEMPORARY MODIFICATION	N/A	600.00
MODIFY/EXPAND H & R TO INCLUDE OPTIONAL PREMISES	N/A	100.00 for each Optional Premises
STORAGE PERMITS (OFF PREMISES)	N/A	100.00

The State collects 85% of the local license fee for the old age pension fund pursuant to C.R.S. 12-47-505(3), see Section B of DR 8404 (85% of local license fee plus State fee pursuant to C.R.S. 12-47-501).

*IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT
THE CLERK TO THE BOARD DEPARTMENT AT (719) 520-6430.*