

APPLICATION INSTRUCTIONS

- A. Properly complete each appropriate State Application Form. Separate sets of documentation (discussed below) must be attached to each individual Application Form.
- B. Run a legal advertisement in the Lake News for one day. (Select the proper format from the examples attached.) You must get an Affidavit of Advertisement signed by the newspaper and a copy of the actual advertisement to be attached to each Application Form.
- C. State ABC will require all first time applicants to furnish a statement verifying that the business facility can seat at least 100 persons. We recommend a letter from the State Fire Marshal's Office stating that the address to be licensed can seat at least 100 persons.
- D. Submit an Agreement to Operate if you are purchasing an existing licensed establishment.
- E. If you do not own the building where you plan to establish your licensed business, you must send a copy of the lease, dated and signed by both the lessee and the lessor. Lessee must be the same party, or parties, as listed on the Application Forms. The lease must be valid and in force through the full license period. City and state license periods end annually March 31. The ATF special tax registration is due annually on June 30.
- F. Payment of all fees to the City of Calvert City, Kentucky, must be submitted with this Application Form in the form of a Certified Check, Money Order, or cash. Make checks or money order payable to the City of Calvert City, Kentucky.
- G. The investigative process will normally take from five (5) to seven (7) working days at the local level. If problems or questions arise, the investigation time may increase. For this reason, it is very important that the applicant furnish a telephone number where a responsible party may be reached by the investigating officer assigned to handle the application.
- H. After the local Administrator has approved or denied each application received, the Administrator will mail all State documents and forms to the Kentucky Alcoholic Beverage Control Board in Frankfort, Kentucky. The Administrator will also mail all Federal forms to the **Bureau of ATF in Louisville, Kentucky**. Appropriate fees must accompany these applications.
- I. The City of Calvert City ABC License Fee for the Limited Restaurant Alcoholic Beverage by the Drink license is \$800.00 (\$400.00 for six months or less). The State License is \$700.00 (\$350.00 for six months or less).
- J. If you have questions or concerns, please call the City of Calvert City at (270) 395-7138 or visit us at 861 E. 5th Avenue, Calvert City, Kentucky 42029.

Applications for renewal of licenses required by this section shall be made for each fiscal year beginning the first day of April and extending through the last day of March of the succeeding year. Applications for renewal are to be filed with City Alcoholic Beverage Control Administrator fifteen (15) days prior to expiration.