

**CITY OF CALVERT CITY KENTUCKY
ALCOHOLIC BEVERAGE CONTROL DIVISION
LICENSEE CHECKLIST**

1. Application consent provision:

A. <input type="checkbox"/> Any ABC officer may inspect	B. <input type="checkbox"/> Confiscation & forfeiture
C. <input type="checkbox"/> No search warrant required	D. <input type="checkbox"/> Emergency closure

2. Alcohol Books and Records:

A. <input type="checkbox"/> Kept on premise for 2 years	B. <input type="checkbox"/> Monthly report of sales
---	---

3. Posting Licenses & Signs:

A. <input type="checkbox"/> 3" License numbers at entrance	B. <input type="checkbox"/> Drinking during pregnancy
C. <input type="checkbox"/> Warning to Minors	D. <input type="checkbox"/> City & State licenses

4. Annual Renewal:

A. <input type="checkbox"/> Notice sent in January	B. <input type="checkbox"/> Fee due by 3/15 to City
C. <input type="checkbox"/> Pay renewal directly to State and ATF	

5. Causes for Non-Renewal:

A. <input type="checkbox"/> Unpaid property taxes	B. <input type="checkbox"/> Unpaid license fees
C. <input type="checkbox"/> Food sales < 70%	D. <input type="checkbox"/> Appeals to State

6. Hours of Sale:

A. <input type="checkbox"/> 6 a.m. – midnight	B. <input type="checkbox"/> No Sunday sales
C. <input type="checkbox"/> Closed while polls are open	D. <input type="checkbox"/> Other business-stock to be locked up
E. <input type="checkbox"/> Employees – work duties only	F. <input type="checkbox"/> Wholesale deliveries by 12 a.m. No Sunday
G. <input type="checkbox"/> Presence of alcohol	H. <input type="checkbox"/> Consuming alcohol

7. Deadly Weapons:

A. <input type="checkbox"/> State conceal carry permit not valid	B. <input type="checkbox"/> Customers may not possess
C. <input type="checkbox"/> Licensee may not conceal	D. <input type="checkbox"/> Must notify police

8. Conduct of business and Premises:

A. <input type="checkbox"/> No loud noises	B. <input type="checkbox"/> No overcrowding
C. <input type="checkbox"/> Fights or disturbances	D. <input type="checkbox"/> Complaints
E. <input type="checkbox"/> Promotions, customary & usual	

9. Persons Licensee May Not Sell/Serve/Allow Alcohol to:

A. <input type="checkbox"/> Minors	B. <input type="checkbox"/> Actually or apparently under influence
C. <input type="checkbox"/> Habitual drunkard	D. <input type="checkbox"/> Alcohol related misdemeanor or felony
E. <input type="checkbox"/> Not providing for family	

10. Minors and Bars:

A. <input type="checkbox"/> Check minimum 2 ID's	B. <input type="checkbox"/> Follow up on ID's
C. <input type="checkbox"/> Retain fake ID's	D. <input type="checkbox"/> Permitting/allowing
E. <input type="checkbox"/> May not possess	F. <input type="checkbox"/> May not purchase
G. <input type="checkbox"/> May not attempt to purchase	H. <input type="checkbox"/> May not involve another
I. <input type="checkbox"/> No one may assist minor	J. <input type="checkbox"/> Keep log/notify police

- 11. Restaurants:
 - A. ___ Seat 100 & 70% from food sales
 - B. ___ Food service requirement

- 12. Gambling:
 - A. ___ Prohibited
 - B. ___ Kentucky State lottery exempt

- 13. Purchasing Alcohol:
 - A. ___ Only from KY wholesalers/distributors
 - B. ___ No “brown bagging”

- 14. Employees:
 - A. ___ May not hire a felon within 2 years or 2 alcohol offenses within 2 years
 - B. ___ Must fire felon or 2 alcohol offenses within 2 years
 - C. ___ May ask question on employment application

- 15. Outside View:
 - A. ___ Must maintain clear view of inside premises from entrance

- 16. Enforcement Procedures:
 - A. ___ Criminal law-District Court
 - B. ___ Civil lawsuit-Circuit Court
 - C. ___ Administrative hearing process: Complaint, investigation, review, hearing
 - D. ___ Appeal to State-30 days

Additional Notes: _____

Date: _____
 Licensee Signature: _____
 ABC Officer Signature: _____