

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

1. Application consent provision:
A. ___ Any ABC officer may inspect
B. ___ Confiscation & forfeiture
C. ___ No search warrant required
D. ___ Emergency closure
2. Alcohol Books and Records:
A. ___ Kept on premise for 2 years
B. ___ Monthly report of sales
3. Posting Licenses & Signs:
A. ___ 3" License numbers at entrance
B. ___ Drinking during pregnancy
C. ___ Warning to Minors
D. ___ City & State licenses
4. Annual Renewal:
A. ___ Notice sent in January
B. ___ Fee due by 3/15 to City
C. ___ Pay renewal directly to State and ATF
5. Causes for Non-Renewal:
A. ___ Unpaid property taxes
B. ___ Unpaid license fees
C. ___ Food sales < 70%
D. ___ Appeals to State
6. Hours of Sale:
A. ___ 6 a.m. – midnight
B. ___ No Sunday sales
C. ___ Closed while polls are open
D. ___ Other business-stock to be locked up
E. ___ Employees – work duties only
F. ___ Wholesale deliveries by 12 a.m.
G. ___ Presence of alcohol
H. ___ Consuming alcohol
7. Deadly Weapons:
A. ___ State conceal carry permit not valid
B. ___ Customers may not possess
C. ___ Licensee may not conceal
D. ___ Must notify police
8. Conduct of business and Premises:
A. ___ No loud noises
B. ___ No overcrowding
C. ___ Fights or disturbances
D. ___ Complaints
E. ___ Promotions, customary & usual
9. Persons Licensee May Not Sell/Serve/Allow Alcohol to:
A. ___ Minors
B. ___ Actually or apparently under influence
C. ___ Habitual drunkard
D. ___ Alcohol related misdemeanor or felony
E. ___ Not providing for family
10. Minors and Bars:
A. ___ Check minimum 2 ID's
B. ___ Follow up on ID's
C. ___ Retain fake ID's
D. ___ Permitting/allowing
E. ___ May not possess
F. ___ May not purchase
G. ___ May not attempt to purchase
H. ___ May not involve another
I. ___ No one may assist minor
J. ___ 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: _____