



New Liquor License Instructions and Information Packet

The Steamboat Springs City Council serves as the Liquor Licensing Authority and approves all new Liquor License applications. This process can take between 60 to 90 days and includes two public meetings.

The first meeting simply sets the hearing date and designates a neighborhood (the city has six identified neighborhoods: Downtown, Resort, Highway 40, Fish Creek Residential, Walton Creek Residential, and West Steamboat). The applicant is not required to be present at this first meeting as the Council may accept the application on consent with no discussion.

30 days must pass between the first meeting and the second meeting/public hearing date. The second meeting is where the Council approves or denies the application, and the applicant needs to be present. Once the application is approved by the Authority, it is sent to the Colorado Liquor Enforcement Division for final approval. A complete application and all related fees must be submitted before the City Clerk's Office can legally proceed with the application process. Initial application fees can range between \$2,000 and \$2,500 depending on the type of license desired.

Once a complete application has been submitted and meeting dates are set, the city conducts four internal investigations. The Fire Marshall will conduct an inspection of the premise; the Planning Department will ensure that the property is zoned correctly; the Police Department will conduct local, State and Federal background checks; the Finance Department will ensure that the applicant has applied for a City sales tax license; and the Health Department will ensure the establishment is up to code and has a food license.

Once these investigations are complete and the Authority has approved the application, it is sent to the Colorado Liquor Enforcement Division for final approval. This final approval can take up to a month. If the applicant opts for a Concurrent Review, this process can take less time since the application is sent to the State before local approval.

During this process the City Clerk's Office will send out two letters to the applicant, explaining the process and what they are required to do, for example: posting of the premise, photographic evidence of the posting, acceptance of the neighborhood, and circulation of a petition signed by neighbors, potential customers, and supporters of the proposed license.

Forms included in the application process

[DR8404, Colorado Liquor Retail License Application](#): When preparing your liquor license application, please pay close attention to the checklist provided on the second page of this form. This checklist outlines all required documents and steps necessary for your application to be complete and processed efficiently.

All required forms referenced in the checklist and throughout the application process are readily available on the [Colorado Department of Revenue, Liquor Enforcement Division website](#).

Please ensure all forms are fully completed and included as indicated on the checklist to avoid delays.

Finger Printing

All applicants must have their fingerprints processed through the Colorado Bureau of Investigation (CBI) for a background check. The City of Steamboat Springs partners with two third-party agencies for this service: **Colorado Fingerprinting** and **IdentoGo**. You may choose the provider that is most convenient for you. However, it is essential to follow the instructions specific to the agency you select and use the appropriate **CBI ID** to ensure the results are sent directly to the Steamboat Police Department.

Option 1: Colorado Fingerprinting. Steps to Complete Fingerprinting with Colorado Fingerprinting:

Visit [Colorado Fingerprinting](#) to schedule an appointment.

Use the **CBI Unique ID: 6399LLQH** when prompted.

Contact the City Clerks department for full instructions.

Option 2: IdentoGo. Steps to Complete Fingerprinting with IdentoGo:

Visit [IdentoGo Fingerprinting](#) to schedule an appointment.

Use the **Service Code: 25YQ6K** to access the correct application.

Enter the **CBI ID: CONCJ6399** when prompted.

Contact the City Clerks department for full instructions.

Alcohol Server Training

City of Steamboat Springs Ordinances 1026 and 1709 (attached) require that all owner operators, registered managers, assistant managers, bartenders and servers of establishments licensed to dispense malt, vinous and spirituous liquors attend an alcohol server training educational seminar. The establishment has two months to complete this training requirement if within 10 days of employment the server enrolls in the educational seminar, attends the seminar within two months of initial employment, and receives a certificate of completion.

Below are the City of Steamboat Springs approved training resources:

- Liquor Industry Questions & Understanding Our Regulation (LIQUOR) program.
 - [Email Jeff Malchow](#), or call 970-480-1002
 - [LIQUOR and Alcohol Server Training Website](#)
- Training for Intervention Procedures (TIPS). 1-800-GET-TIPS.
- Bar Code (National Restaurant Association Educational Foundation) nraef.org
- SERVSAFE Responsible Alcohol Service (RAS) (Colorado Restaurant Association) coloradorestaurant.com
- Certified Alcohol Sales Training (CAST) for Off Premise establishments only.

Food Requirements

All on-premise liquor licenses have a food requirement, whether it be sandwiches and light snacks, or full meals, dependent upon the type of liquor license. The applicant is responsible for knowing the specific requirements for the type of license applied for. More information is available from the City Clerk's Office, or from the Liquor Enforcement Division's website.

Modification of the License

Any transfer of ownership, modification to the premise, change of corporate structure, change of manager, change of location, and change of corporate or trade name must be reported to the City of Steamboat Springs and the Colorado Liquor Enforcement Division. These changes must be reported to the City Clerk's Office, who will then report these changes to the State. This includes, but is not limited to: adding outdoor seating, adding/deleting a stockholder in the entity holding the liquor license, or transferring the ownership of the liquor license.

Liquor in Colorado is of statewide concern and holding a liquor license is a significant responsibility not to be taken lightly. The City Clerk's Office recommends that you purchase and/or be familiar with the State of Colorado, Liquor Enforcement Division, Liquor and Beer Code Book. Visit the [Liquor Enforcement Division website](#) to access this code. For questions about the liquor license process, please contact the City Clerk's Office at 970-879-2060.

CityView Portal Registration Guide

Every user is required to create an account in the CityView portal.

It is recommended that you use Google Chrome as your browser; it is the preferred engine for the best performance from CityView. (Chrome also has the option to save the username and password for you.)

When using a mobile device such as your phone, you will use the same web address, username, and password. Google Chrome is best for mobile devices as well.

Step 1: [Create an account with CityView](#). It is very important to register with the email that will be used for all licensing correspondence with the city clerk (liquor, tobacco, refuse). New Managers, and new agent/representative need to contact the city clerk's office after registering on the CityView portal. The clerk's office will then add you to the file.

Step 2: Once registered, open the email from CityView Steamboat and follow the instructions to complete registration.

Step 3: Log back into the CityView portal after the registration is complete and select "apply for a License" found under "Licensing" on the lower right-hand side of the screen.

Step 4: Fill out the "Business License Application" online.

Step 5: Upload to CityView the completed [DR8404 New License Application](#) with all required supporting documents. Do not pay fees until Step 7.

Step 6: [Email the City Clerk's Office](#) to let the clerks know your documents have been submitted.

Step 7: Both the city and state fees cannot be paid until you have emailed the City Clerk's office. The clerk's office will verify the correct fees are in CityView and get an account number for you to pay the State fees online.

Acceptance and Acknowledgement of Liquor License Information

I acknowledge that I have received and understand the information in the liquor license instructions and information packet, provided by the Steamboat Springs City Clerk's Office.

Further, I acknowledge that it is my responsibility and the responsibility of my agents and employees to have knowledge of and comply with the provisions of the Colorado Liquor and Beer Code and all City of Steamboat Springs rules, regulations, and codes.

Name: _____

Signature: _____

Date: _____