

Transfer Liquor License Instructions and Information Packet

A Temporary Permit will be issued to the applicant within five (5) business days of receiving the complete temporary application. This permit is valid for 120 days and allows the Transfer of Ownership to be processed at both the city and state levels.

Complete and Submit Required Forms

All required forms and supporting documents must be submitted through the CityView Portal.

This includes:

- City of Steamboat Springs Temporary Liquor Permit Application – The application form is located at the end of packet.
- [DR8404, Colorado Liquor Retail License Application](#): When preparing your Transfer 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.
- All documentation must be uploaded through the CityView Portal in order for your application to be processed. Instructions for registering and using the portal are provided below.

CityView Portal Registration Guide

Use Google Chrome, this is the recommended browser for optimal performance on both desktop and mobile devices.

Register and access the application through the [CityView Portal](#). A link is also available on the City Clerk's page of the City of Steamboat Springs website. When registering, please use the email address that will be used for all licensing correspondence.

If you are a manager, new agent or representative needing access to an existing license file, contact the City Clerk's Office after registration, so they can link you to the appropriate record.

1. Complete the Registration. After registering, open the email from "CityView Steamboat" and follow the instructions to finalize your account setup.
2. Log in to the Portal. After activation, return to the portal and click "Apply for a License" under the "Licensing" section (bottom right of the screen).

3. Complete the Business License Application. This is the form used to upload all liquor license transfer documents.
4. Notify the Clerk's Office. Once you've submitted your application and uploaded your documents, [email Heather Oss](#) to confirm your submission.
5. Fee Setup. Do not attempt to pay city or state fees until the Clerk's Office verifies your submission. Once verified, they will confirm the correct fees in CityView and provide an account number for paying State fees online.

All state forms referenced in the DR 8404 checklist are available at on the [State Liquor form page](#).

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 an 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-premises 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 or 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. You may visit the [Liquor Enforcement Division website](#) to access this code. Also, if you have any questions about the liquor license process, contact the City Clerk’s Office at (970) 879-2060.

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: _____



Dear Liquor License or Marijuana License Applicant,

Thank you for your interest in becoming a part of the Liquor, Marijuana industry. Before you submit your application, we want to make you aware of a few facts.

These industries in Colorado are scrutinized because Colorado citizens want the industries and everyone involved in them to be free from any corruption or deceit. That is why we take regulations very seriously, including the issuance of licenses.

During the licensing process, we will conduct a thorough check of your background. If you pass our qualifications, you will be found suitable as a license holder that will allow you to work in these industries. You should know that liquor and Marijuana licenses are a privilege, not a right. One thing you must do to obtain this privilege is to be completely honest on your license application.

In particular, we ask you on the application: "Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending?"

You must list all arrests and charges on your application that resulted in a conviction, suspended or deferred sentences, or bail forfeiture. If you were arrested or ticketed and are not sure how the charges were resolved, you should include the arrest or ticket in your application. Here are some of the excuses we have heard from people who have failed to disclose arrests:

- My attorney told me I did not have to disclose.
- I didn't think I was arrested because I only got a ticket.
- I didn't think that was still on my records.

There is no excuse to not disclose an arrest or ticket that results in a conviction, deferred or suspended ticket, or bail forfeiture. You will not necessarily be denied a license if you have ever been arrested, but you may be denied if you fail to disclose an arrest.

I have read and understand this letter.

Signed: _____

Date: _____



Application For Temporary Liquor Permit

Name of Applicant and DBA: _____

Transferring From: _____

Physical Address of Premise: _____

Mailing Address: _____

Business Phone Number: _____

Type of License: _____

Signature, Title of Applicant: _____

To Be Completed by City Clerk Office Staff:

Permanent License to be Issued to: _____

Expiration Date of Permanent License: _____

Permanent License Number: _____

Application (DR8404) Received: _____

Fee (\$100.00) Received: _____

Proof of Possession: _____

Affidavit of Transfer/Statement of Compliance: _____

Wholesaler Affidavits: _____

Date Temporary Permit Issued: _____

Effective Date (if different than issue date): _____

Expiration Date (Maximum 120 days from issue date): _____

Temporary Permit Number: _____

Authorized by: _____