

**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • FAX (808) 768-7311
INTERNET ADDRESS: www.honolulu.gov/liq

New Liquor License Application - CHECKLIST

SUBMIT YOUR APPLICATION PACKAGE IN THE FOLLOWING ORDER:	Form Number	HLC Initial
<input type="checkbox"/> Notification of Authorized Agent (if applicable)	LIQ-LIC-106	
<input type="checkbox"/> Completed and Notarized Liquor License Application	LIQ-LIC-101	
<input type="checkbox"/> Corporation: Articles of Incorporation or Partnership: Partnership Agreement or LLC: Articles of Organization AND Operating Agreement	LIQ-LIC-103 LIQ-LIC-104 LIQ-LIC-104	
<input type="checkbox"/> Certificate of Good Standing (not over 60 days old) for Corporation/Partnership/LLC. Request online using the following DCCA website: http://cca.hawaii.gov/breg/		
<input type="checkbox"/> Certificate of Trade Name (T-1) or Assignment of Trade Name (T-4) Perform an internet search for T-1 or T-4 form (If dba/trade name is not a Corporate or LLC Name)	Form T-1 or Form T-4	
<input type="checkbox"/> Financial Statement (not over 1 year old)	LIQ-LIC-138	
<input type="checkbox"/> Verification of funds Provide original verification letter from bank, copy(s) of bank statements or loan documentation (not over 1 year old).		
<input type="checkbox"/> Personal History & Affidavit Required for all Officers, Directors, 25%+ Stockholders, Member(s) of Member-Managed LLC, Manager(s) & Member(s) of Manager-Managed LLC	LIQ-LIC-129	
<input type="checkbox"/> Read and review Instructions for Submitting a Fingerprint Card	LIQ-LIC-147	
<input type="checkbox"/> Floor Plan Drawn to Scale – Must include the proposed Licensed Area Outlined in “red”. <i>Must have Hawaii State Dept. of Health stamp for on premise consumption licenses. (Sanitation Branch Phone: (808)586-8000, Address: 99-945 Halawa Valley St.)</i>		
<input type="checkbox"/> Copy of Floor Plan Drawn to Scale and Reduced to 8-1/2”x11” Must include the proposed Licensed Area Outlined in “red”.		
<input type="checkbox"/> Copy of the proposed liquor establishment’s Lease Agreement, must indicate liquor sales/service will be conducted. If Lease Amendment/Revision to the Lease is required, submit this portion when fully executed.		
<input type="checkbox"/> 4”x6” Photo or larger of Frontage of Proposed Premise Mounted or Printed on 8-1/2”x11” paper		
<input type="checkbox"/> Tax Map Key (TMK) to scale (1” to 40’, 50’, or 60’ scale) 2 Separate Lists for each of the following (List 1=Within 100’, List 2=Between 100’ and 500’)		
<input type="checkbox"/> Lists of Property Owners & Lessees		
<input type="checkbox"/> Lists of Condos and Co-ops		
<input type="checkbox"/> Lists of all Small Businesses (Hotel, Restaurant & Retail Stores exempt from submitting small business list.)		
DURING THE APPLICATION PROCESS, SUBMIT THE FOLLOWING: Avoid delay, submit promptly		
<input type="checkbox"/> Once your application is reviewed and considered complete, you will be contacted to submit payment. We accept Cash, Cashier’s Check, Money Order, Licensee/Attorney Business Check payable to: <i>City & County of Honolulu</i> , or Discover/MasterCard/VISA (plus an applicable service fee). Amount Due: \$2,250.00		
<input type="checkbox"/> Criminal History Record Clearance (Fingerprinting) Required for all Officers, Directors, 25%+ Stockholders, Member(s) of Member-Managed LLC, Manager(s) & Member(s) of Manager-Managed LLC. (Review instructions for submitting a Fingerprint Card) Payment required at or prior to fingerprint appointment.	LIQ-LIC-132 LIQ-LIC-147	
<input type="checkbox"/> Voter List within a 500’ radius of proposed liquor establishment Complete “Affidavit on Application for Statewide Voter Registration Data Form” & Mail to: Office of the City Clerk, City Hall, 530 S. King Street, Room 100, Honolulu, HI 96813 Phone: (808)768-3800 (Application can be submitted with Statement of Affirmation Form prior to receiving the Voter List.)	LIQ-LIC-139 LIQ-LIC-140 Statement of Affirmation (optional)	
<input type="checkbox"/> Zoning Clearance – Dept. of Planning & Permitting or Dept. of Hawaiian Homelands		
<input type="checkbox"/> If your business is located in the Kakaako/Kalaehoa Area, Zoning Clearance is required from HCDA (Hawaii Community Development Authority) Use the HCDA Request for Zoning Clearance form http://dbedt.hawaii.gov/hcda/permits/ (Application can be submitted with Statement of Affirmation Form prior to receiving Zoning Clearance.)	LIQ-LIC-122 LIQ-LIC-140 Statement of Affirmation (optional)	
<input type="checkbox"/> If your business is located at Aloha Tower, obtain Zoning Approval from Aloha Tower Development Corporation: 79 S Nimitz Highway, Honolulu, Hawaii 96813 (808)587-3651		
<input type="checkbox"/> New Restaurant Licensees only – if not previously operated as an establishment serving meals, provide a summarized business plan demonstrating the applicant’s ability to meet the minimum 30% gross revenue sale of foods required.		

Note: Any application that is inaccurate or incomplete will be returned.
For questions about forms, please email: liq-licensing@honolulu.gov