

SECTION E – Permit Selection

1. *Select the Issued Permit Type(s) being transferred to the new location or owner. Please note that:
- D-5B, D-5J, D-5L, and D-7 permits can ONLY transfer to a location within the boundaries of the district where the current permit is issued.
 - Only *issued* permit classes can be transferred.
 - See instructions next to the permit types with additional questions that **MUST** be submitted with this application.

Manufacturing

- A-1 A-1C A-2 A-2F A-3 A-3A A-4 A-5 A-1A D-6
 S-1 (See S-1/S-2 Addendum) S-2 (See S-1/S-2 Addendum) W

Distributor / Wholesale

- B-1 B-2 B-3 B-4 B-5 B-2A

Retail

- C-1 C-2 C-2X* D-1 D-2 D-2X* D-3 D-3X* D3A D-4 (See D-4 Addendum) D-5 D-6
 * Can only be transferred with an issued C-2, D-2, or D-3.

Retail – Non-Quota

Those marked with a “^” CANNOT be transferred to a new location

- D-5A^ (See D-5A Addendum) D-5B D-5C^ D-5D^ D-5E^ (See D-5E Addendum)
 D-5F^ (See D-5F Addendum) D-5G^ D-5H^ (See D-5H Addendum) D-5I^ (See D-5I Addendum)
 D-5J (provide CED Name: _____) D-5K (See D-5K Addendum)
 D-5L (See D-5L Addendum & provide RD Name: _____) D-5M^ D-5N^ D-5O^
 D-7 D-8^

Other

- G I

2. *Do any of the above permit classes being transferred require TREX approval? (See Section D, Q.1 for more information about TREX.)
 YES NO (If YES, you **MUST** include the signed [TREX FORM](#) with this application.)
3. *If transferring the ownership of an issued permit that will operate at the **SAME** address, are any duplicate bar permits being transferred to the new owner? To learn more about duplicate bars, go to com.ohio.gov/duplicatebar.
 YES NO N/A - location transfer only

If YES:

- List the Bar #'s (i.e., Bar 3, 4, etc.): _____
- Please complete this application for the Master Bar and submit a Duplicate Bar Addendum for each duplicate bar being transferred, see [DLC 4120 Transfer of Duplicate Bar](#).

NOTE: If moving locations and your **new** location will have duplicate bars, please file a new [Duplicate/Additional Bar Application \(Form DLC 4258\)](#) for each bar at that new location.

4. *In addition to the permit classes selected above in this Section, are you applying for any **new** permit classes at your location?
 YES NO

If **YES**, what classes are you adding: _____

We strongly recommend that you file the new application(s) with this application. However, if you already submitted the new permit application to us, please provide the date: _____.

NOTE: If applying for a D-6 only at the new location, please file the [D-6 ONLY](#) application. If adding other permit classes with a D-6 at the new location (i.e., adding a D-3, 3A, and 6), then file the new application for the D-3, 3A, and select the D-6 on that application.

NOTE: For Sections G & H, the term “**significant stakeholder**” includes a(n):

- Partner(s) in the business entity
- Office Holder(s)
- 5% or more shareholder(s)
- Managing Member(s)
- 5% or more member(s)
- Spouse
- 5% or more voting interest holder(s) in an LLC
- Manager of the permit premises

SECTION G – General Questions for the New Owner (i.e., Buyer)

N/A – issued permit holder is only moving its permit to a new address – skip to Section H)

1. ***Transaction Type** – NOTE: depending on the type of transfer, we may need additional documentation, (e.g., purchase agreements, bills of sale, loan or financial documents, affidavit, agreements, court orders, etc.):
- Sale of business/assets (see the [Summary of Purchase Agreement at com.ohio.gov/requiredforms](http://com.ohio.gov/requiredforms))
 - Gift between family members as defined in Ohio Admin Code 4301:1-1-14
 - Court Order/Appointment (i.e., court settlement, estate/distribution of assets, receivership, divorce) – Please provide an explanation:

 - Other – Please provide an explanation: _____
2. ***Does the applicant in Section C (whether an individual or business) or any **significant stakeholder** hold or have any interest in another Ohio liquor permit business currently or previously issued?**
- YES NO
- If YES**, provide the permit #(s) & business address(es): _____
3. ***Has the applicant in Section C (whether business or sole proprietor) or any **significant stakeholder** ever been convicted of a felony or misdemeanor crime, including any alcohol-related offenses, in Ohio or any other state? NOTE: You should disclose a conviction even if you think it was minor or that it happened long ago?**
- YES NO
- If YES**, provide the company or individual’s name with an explanation that includes the when, where, what, and result of the offense (if needed, you can provide a written statement on an additional sheet of paper): _____
4. ***Has the applicant in Section C (whether an individual or business) or any **significant stakeholder** ever been refused a permit, denied a renewal, or had a permit revoked by this Division or the Ohio Liquor Control Commission?**
- YES NO
- If YES**, please give a detailed explanation: _____
5. ***Will the spouse of a **significant stakeholder** (except the on-premises manager’s spouse) work on the permit premises?**
- YES NO
- If YES**, list the spouse(s) names _____
Each working spouse **MUST** submit a [Personal History Background Form-DLC 4121](#) with this application and complete a [BCI background check](#) before the permit can be issued.
6. ***Will the applicant in Section C be the sole owner of the business?**
- YES NO
- If NO**, please give a detailed explanation: _____

7. *Will the applicant in Section C be the sole owner of the equipment used at the business (e.g., taps, coolers, etc.)?

YES NO

If NO, please give a detailed explanation: _____

8. *Will any person, partnership, LLC, or corporation, excluding banks or building and loan associations, have **ANY** financial interest (such as money, loans, installment contracts, property, or other interest) or share in the profits in the business or the property, real or personal?

YES NO

If YES, please give a detailed explanation: _____

9. *If transferring A or B permits, does the applicant in Section C or **anyone else**, whether disclosed or not, including any significant stakeholders, own any stock or have any interest in an Ohio retail permit holder?

YES NO N/A

If YES, please give a detailed explanation: _____

10. *If transferring C or D permits, does the applicant in Section C or **anyone else**, whether disclosed or not, including any significant stakeholders, own any stock or have any interest in the business of an Ohio alcohol manufacturer or wholesale distributor of alcoholic beverages?

YES NO N/A

If YES, please give a detailed explanation, including permit #'s: _____

SECTION H – General Questions related to the Location (*must be completed by all applicants*)

1. *Will construction be required before the business can open?

YES NO

If YES, please provide a projected opening date: _____

2. *Does the applicant in Section B (current permit holder moving to a new location) or C (new owner that will operate at the current or new location) own the real estate on which the proposed business will be located?

YES NO

If NO, a [Summary of Tenancy Rights Form \(DLC 4085\)](#) will be needed before the permit can be issued.

3. *If transferring D Class permit(s) or an A-1A permit, will or does the new permit premises have 2 restrooms?

YES NO N/A – transferring permit types other than D permits

If NO, please give a detailed explanation: _____

4. *If transferring D Class permit(s) or an A-1A permit, will or does the permit premises have a Food Service License (“FSO”) or Food Establishment License (“FE”) issued in the name of the Applicant?

YES NO N/A – transferring permit types other than D permits or have an A class permit that meets an exception.

If YES, submit a copy of the FSO or FE License when available.

If NO, please give a detailed explanation: _____

SECTION I – Required Information for application to be deemed complete or the application WILL BE RETURNED**ALL Applicants MUST:**

1. Meet the statutory requirements for the applied permit(s) (see [Ohio Revised Code 4303](#)).
2. Submit the non-refundable \$100 application processing fee and ensure the:
 - Payment is by check or money order (NO CASH) and made payable to "Treasurer, State of Ohio"
 - Payment is signed,
 - Numeric amount listed matches the written amount, and
 - Applicant listed in Section B or C, as applicable, is in the memo line (if different than contact information printed on payment).
3. Submit this application (answer ALL questions, including any requested applicant business information, and signatures).
4. Submit [Personal History Background Form\(s\) \(DLC 4121\)](#) (PHBF) (complete top portion only) for **ALL** required individuals.
For a list of individuals required to complete a PHBF and an Ohio Bureau of Criminal Investigation fingerprint webcheck, see the [Background Check Process](#) "Persons Required to Get Both Background Checks". While an Ohio Bureau of Criminal Investigation fingerprint webcheck is not required at the time of application submission, it is strongly encouraged.
 - N/A – permit holder has been designated as a master file with the Division.
5. Submit Entity Disclosure Form based on entity type:
 - Corporation – [Officer/Shareholder Disclosure Form \(DLC 4030\)](#)
 - LLC – [LLC Membership Disclosure Form \(DLC 4032\)](#)
 - Non-Profit Entity – [Non-Profit Entity Form \(DLC 4029\)](#)
 - Partnership – [Partnership Disclosure Form \(DLC 4031\)](#)
 - Sole Proprietor – N/A
 - N/A – permit holder has been designated as a master file with the Division
6. **IF REQUIRED**, submit a complete [Economic Development TREX Transfer Form \(DLC4244\)](#) (see our [TREX guide](#) for when this applies).
 - N/A – transfer is not a TREX transfer.
7. Executed Power of Attorney Agreement (must submit an executed power of attorney if you are signing this document on behalf of another person or company).
 - N/A
 - N/A – POA Already on File

New Owners (i.e., Buyers) regardless of where the permit will be located MUST:

8. Submit confirmation of [Ohio Secretary of State](#) Filing (web print outs are acceptable) based on entity type:
 - Corporation – Certificate of Good Standing or Certificate of Authority to Do Business in Ohio
 - LLC – Certificate of Organization or Certificate of Authority to Do Business in Ohio
 - Non-Profit Entity – Certificate of Continued Existence or Certificate of Authority to Do Business in Ohio
 - Partnership – Certificate of Good Standing, Fictitious Name or Authority to Do Business in Ohio
 - N/A – Applicant is a Sole Proprietor or an organization created by state law
 - N/A – permit holder has been designated as a master file with the Division
9. If the Entity Type in Section C of this application is a Partnership, submit a signed copy of the Partnership Agreement.
 - N/A because the applicant is NOT a partnership and/or the permit holder has been designated as a master file with the Division.

WARNING: Ohio law requires the Division to notify the Ohio Department of Taxation (TAX) whenever the ownership of a permit changes. By law, we **CANNOT** transfer the ownership of a permit until tax notifies us that the issued permit holder has no outstanding tax obligations. We will also not transfer an issued permit that has unresolved violations or, if applicable, past due renewal applications or fees. Deliberate misrepresentation of any of the information on the application can result in the Division's refusal to issue this permit.

S-1 / S-2 Addendum

To be completed and submitted by applicants transferring an S-1 or S-2 permit.

Statutory Questions for S-1 or S-2 Applicants

1. *What product(s), regardless of where the product is made, does the applicant intend to direct ship to Ohio consumers (select all that apply)?
- Beer Winery producing under 250,000 gallons Winery producing 250,000 gallons or more

2. *Does the applicant make the product(s) selected above?
- YES NO

***If **NO** to Q.2. above **STOP** as you do not qualify to hold an S-1 or S-2 permit.

3. *Is the product(s) the applicant makes and wants to direct ship registered for sale in Ohio?
- YES NO

If YES, provide the name and Ohio permit or supplier # of the entity that registered the product?

***If the entity that registered the labels loses its supplier or permit holder status in Ohio, then the applicant must register as the supplier and register the labels under it.

If NO, then the applicant needs to register the product, and either be the Ohio licensed manufacturer (A-1, A-1c, A-2, or A-2f permit holder) or registered supplier (See supplier application).

*List the product(s) that you intend to ship into Ohio: _____

D-4 Addendum

To be completed and submitted by applicants transferring a D-4 permit.

Statutory Questions for D-4 Applicants

1. ***Has the Applicant club/organization been in existence and active for at least 3 years prior to the filing of this application?**
 NO **Go to Question 2.**
 YES Provide the date the Club was organized: _____ and **skip to Question 3.**

2. **Is the Applicant club part of an organization chartered by Congress or a national fraternal organization that has been active for at least 3 years prior to the filing of this application?**
 NO **STOP, you do not qualify for the D-4 permit.**
 YES Provide the name and address of affiliated national organization: _____

3. **Is the club operated in the interest of and/or for the benefit of its members?**
 NO **STOP, you do not qualify for the D-4 permit.**
 YES Identify the purpose of the club/organization below (select all that apply) and go to Question 4.
 What is the purpose of the club:

<input type="checkbox"/> Fraternal	<input type="checkbox"/> Social	<input type="checkbox"/> Recreational	<input type="checkbox"/> Athletic
<input type="checkbox"/> Benevolent	<input type="checkbox"/> Charitable	<input type="checkbox"/> Political	<input type="checkbox"/> Patriotic

4. **Does the club require dues paid by its members and have a membership roster?**
 NO **STOP, you do not qualify to hold the D-4 permit.**
 YES Complete **ALL** the membership meetings and dues information below and continue on to Section D.

 Club membership is subject to the consent and approval at the following membership meetings:
 Regular Special

 *Initiation Fee: \$ _____

 *Membership dues of \$ _____ are due:
 Weekly Monthly Quarterly Semi-Annually Annually

SECTION F – Elected Officer(s) and Food and Beverage Manager Information

1. ***Complete the below information for the elected officers that hold positions of control within your club / organization.**

Name	Office Held / Title	Mailing Address (different from permit)

2. ***List the person who will be responsible for the food/beverage operation for your club. This person could be one of the elected officers listed above or another member of your club. The person listed below must complete a BCI background check and submit a personal history background form with this application. Each renewal you MUST tell us if this person has changed and, if so, that new person must submit a personal history form to us.**

Name	Address	Social Security Number	Date of Birth

D-5A Addendum

To be completed and submitted by applicants transferring a D-5A permit.

QUESTIONNAIRE – This questionnaire should be completed to determine if the applicant in Section C should be the hotel/motel (“hotel”) or an affiliated restaurant. For purposes of this application, hotel includes motel.

- To qualify, the applicant must be either a (check one of the following):
 - restaurant owner within or on the contiguous outparcel of a hotel with 50 rooms for registered transient guests that has a written agreement to serve the food and alcohol on the hotel’s behalf? If checked, you are the applicant in Section C above and should answer the below statutory questions for D-5A applicants.
 - hotel that contains 50 rooms for registered transient guests? If checked, go to question 2 of this questionnaire.
 - hotel owned by a state institution of higher education or a private college or university? If checked, go to question 2 of this questionnaire.
- *Will the hotel obtain, or does it have, a Food Service Operators License of Food Establishment License and does it plan to hold the liquor permit?
 YES NO

If YES, you should be the applicant in Section C above.

If NO, the hotel does not qualify for a permit, revisit question 1 above or apply for another permit type.

Statutory Questions for D-5A Permit Applicants

- *Is or will the principal business of the hotel be the accommodation of transient guests?
 YES NO
If NO, please give a detailed explanation: _____

- *Is the applicant listed in Section B (if just moving locations) or C (if changing ownership with operations staying at the same or a new location) owned by a state institution of higher education as defined by R.C. Section 3345.011 or a private college or university?
 YES NO

If NO, please give a detailed explanation: _____

D-5E Addendum

To be completed and submitted by applicants transferring a D-5E permit.

Statutory Questions for D-5E Permit Applicants

1. *Will or is the riverboat permanently docked at one location?

YES NO

If NO, please give a detailed explanation: _____

2. *Will or is the riverboat designated as a historical riverboat by the Ohio History Connection?

YES NO

If NO, please give a detailed explanation: _____

3. *Will or does the riverboat contain 500 square feet or more of floor area?

YES NO

If NO, please give a detailed explanation: _____

4. *Will or does the riverboat have a seating capacity of 50 or more people?

YES NO

If NO, please give a detailed explanation: _____

D-5F Addendum

To be completed and submitted by applicants transferring a D-5F permit.

Statutory Questions for D-5F Permit Applicants

1. *Will or does the restaurant contain 2,500 or more square feet of floor area?

YES NO

If NO, please give a detailed explanation: _____

2. *Will or is the restaurant on, in or immediately adjacent to the shoreline of a navigable river?

YES NO

If NO, please give a detailed explanation: _____

3. *Will or does the restaurant provide enough docking space for at least 25 boats?

YES NO

If NO, please give a detailed explanation: _____

4. *Is or will at least 50% of the restaurant's business at the permit premises be preparing and serving meals to consumers?

YES NO

If NO, please give a detailed explanation: _____

5. *Will or does the restaurant have certification from the local legislative authority that the issuance of permit is consistent with the political subdivision's comprehensive development plan or other economic development goal as officially established by the local legislative authority?

YES NO

If YES, submit the certification from the local legislative authority.

If NO, please give a detailed explanation: _____

D-5H Addendum

To be completed and submitted by applicants transferring a D-5H permit.

Statutory Questions for D-5H Permit Applicants

1. *Is the applicant a 501(c)(3) non-profit organization that owns or operates a:
 - Fine arts museum that has 1,500 or more bona fide members possessing full membership privileges?
 - Community arts center that provides arts programming to the community in more than one arts discipline, including, but not limited to, exhibits of works of art and performances by both professional and amateur artists?
 - Community theater that:
 - a. is a member of the Ohio arts council and the American community theatre association,
 - b. has been in existence for ten years or more, **AND**
 - c. operates at a facility that contains at least 150 seats whose primary function is to present live theatrical performances and provide recreational opportunities to the community?
 - None of the above – **STOP**, you do not qualify for this permit.

D-5I Addendum

To be completed and submitted by applicants transferring a D-5I permit.

Statutory Questions for D-5I Permit Applicants (documents may be needed to verify answers during our review)

1. *Is the permit premises located in a municipal corporation or a township with a population of 100,000 or less?
 YES NO

If NO, STOP. Applicant does not qualify according to [R.C. 4303.181](#).

2. *Will or does the inside seating capacity at the permit premises accommodate at least 140 people?
 YES NO

If NO, STOP. Applicant does not qualify according to [R.C. 4303.181](#).

3. *Will or does the floor area at the permit premises cover at least 4,000 square feet?
 YES NO

If NO, STOP. Applicant does not qualify according to [R.C. 4303.181](#).

4. *Will or does the permit premises offer full-course meals, appetizers, and sandwiches?
 YES NO

If NO, STOP. Applicant does not qualify according to [R.C. 4303.181](#).

5. *Will the permit premises' receipts from beer and liquor sales, excluding wine sales, be less than 25% of its total gross receipts?
 YES NO

If NO, STOP. Applicant does not qualify according to [R.C. 4303.181](#).

6. *Which one of the following applies:

Will or does the value of the real and personal property exceed \$725,000?

Is or will the permit premises be located on property owned/leased by the state or a state agency, and its owner/operator has authorization from the state or the state agency that owns or leases the property to obtain a D-5I permit?

If neither applies, STOP. Applicant does not qualify according to [R.C. 4303.181](#).

D-5K Addendum

To be completed and submitted by applicants transferring a D-5K permit.

Statutory Questions for D-5K Permit Applicants

1. *Will or is the applicant listed in Section B or C, as applicable, be the owner/operator of a botanical garden?

YES NO

If **NO**, please give a detailed explanation: _____

2. *Will or is the botanical garden recognized by the American Association of Botanical Gardens and Arboreta or its successor, the American Public Gardens Association?

YES NO

If **NO**, please give a detailed explanation: _____

3. *Will or does the applicant listed in Section B or C have 2,500 or more bona fide members?

YES NO

If **NO**, please give a detailed explanation: _____

D-5L Addendum

To be completed and submitted by applicants transferring a D-5L permit.

Statutory Questions for D-5L Permit Applicants (documents may be needed to verify your answers during the review)

1. *Will or does the sale of food and meals at the permit premises constitute at least 75% of its total gross annual receipts?

YES NO

If **NO**, please give a detailed explanation: _____

2. *Is the applicant in Section B or C, as applicable, an adult entertainment establishment as defined in R.C. 2907.39?

YES NO

If **YES**, stop, you do not qualify to have a D-5L permit.