

Office Use Only:

Check #:

Amount:

of Checks:

Application for Manufacturer or Warehouse

Ohio Revised Code 4303.02 – 4303.05, 4303.182, and 4303.231

READ BEFORE YOU START YOUR APPLICATION

For your application to be deemed complete, you must fully and legibly complete this application, including:

- Answering all required questions (“*” indicates a required field);
- Paying all the required fees listed below; **and**
- Submitting any additional required forms listed below.

If you want to apply for a B-2A (wine, direct to retail) and/or an S-1/S-2 (beer or wine, direct to consumer) Permit, you MUST fill out those applications separately. Go to com.ohio.gov/getstarted to complete the applicable application.

Your application will be returned, unprocessed, if the application is incomplete, which will delay processing times.

SECTION A – Applicant Contact Information

*** Business Entity as listed with the Secretary of State or Sole Proprietor Name ("Applicant"):**

*** Type of Business Entity:**

- ☐ Corporation – Ohio Secretary of State Charter # _____
☐ Limited Liability Company (LLC) – Ohio Secretary of State Charter # _____
☐ Non-Profit – Ohio Secretary of State Charter # _____
☐ Partnership – Ohio Secretary of State Charter # _____ (NOTE: MUST be US Citizens & over the age of 21)
☐ Sole Proprietor (Individual) – Last 4 digits of SSN: _____ (NOTE: MUST be a US Citizen & over the age of 21)

DBA (Doing Business As):

* Permit Premises Address (consult with county auditor websites):

* Township (if premises is outside city limits):

* City:

* Zip Code:

* County:	
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* Contact Name:

* Who will be the Primary Contact for this Application:

- ☐ Contact Listed ☐ Attorney Listed Below

* Phone Number:

* Business Phone Number:

* Applicant Email Address:

[illegible]

* Alternate Mailing Address, City, State, Zip (must be different than the permit premises address):

Attorney Information (if applicable)

Name:

Address:

City:

State:

Zip Code:

Phone #:

Attorney Email Address:

[illegible]

*** SECTION B – Applied for Permit(s) and Fees Due** (make checks payable to Treasurer, State of Ohio)**\$100 Non-Refundable PROCESSING FEE and PERMIT FEE is required at the time of submission.**

Type	General Description	Fee
BEER		
☐ A-1	Manufacturer of Beer with annual production volume, wherever produced, of more than 31 million gallons. (See R.C. 4303.02)	\$3,906.00
☐ A-1C	Manufacturer of Beer with annual production volume, wherever produced, of 31 million gallons or less. (See R.C. 4303.022)	\$1,000.00
WINE		
☐ A-2	Manufacturer that makes wine from grapes, fruits, or other agricultural products, OR Imports and purchases wine in bond for blending or makes, purchases, or imports brandy for fortifying purposes. (See R.C. 4303.03)	\$76.00
☐ A-2F* Additional Questions Required	Manufacturer that makes wine from grapes, fruits, or other agricultural products or imports and purchases wine in bond for blending or makes, purchases, OR Imports brandy for fortifying purposes AND the applicant MUST grow grapes, fruits, or other agricultural products on property owned by the manufacturer that is classified as land devoted exclusively to agricultural use under Ohio law and process those grapes into wine and sell it. This permit is often referred to as an Ohio Farm Winery. (See R.C. 4303.031)	\$76.00
SPIRITS / DISTILLERY		
☐ A-3* No retail sales to consumers	Manufacturer of alcohol and spirituous liquor (select one): ☐ Plant's annual production capacity of 500 wine barrels of 50 gallons each or more. (See R.C. 4303.04) ☐ Plant's annual production capacity is less than 500 wine barrels of 50 gallons each, the FEE is \$2.00 per barrel. Calculate the fee below and enter the fee amount in the right-hand column. Estimated annual production _____ (wine barrels) x \$2.00 = A-3 Permit Fee of: \$ _____	\$3,906.00 OR \$ _____
☐ A-3A* Limited retail sales and MUST be wet for spirits	Distiller of less than 100,000 gallons of spirituous liquor. The class fee is based upon the estimated first year production of \$2.00 per 50-gallon barrel. Calculate the fee below and enter the fee amount in the right-hand column. (See R.C. 4303.041) Estimated annual production _____ (50 gallon each) x \$2.00 = A-3A Permit Fee of: \$ _____	
PRE-PACKAGED MIXED BEVERAGES		
☐ A-4* No retail sales to consumers	Manufacturer of prepared mixed beverages or solids and confections. (See R.C. 4303.05)	\$3,906.00
OTHER PERMITS		
A-5* Wet/dry laws apply	Manufacturer of ice cream that contains certain amounts of alcohol for retail sales See the A-5 Liquor Permit Application on the Beer/Wine application page if interested.	See A-5 App
☐ A-1A* Additional Questions Required	Allows the holder of an A-1, A-1c, A-2, A-2f, or an A-3a to sell other manufacturers (not made by applicant) beer or intoxicating liquor for on-premises consumption only. (See R.C. 4303.021)	\$3,906.00
☐ D-6* Wet/dry laws apply	Sunday Sales of intoxicating liquors (With A-1A, A-2, A-2F, or A-3A only). (See R.C. 4303.182)	\$500.00
☐ W* No sales to Ohio consumers	Allows an Ohio permitted manufacturer or registered supplier to store beer or intoxicating liquor for sale to B permit holders, or customers outside this state. (See R.C. 4303.231)	\$1,563.00

Fee Calculation:

- **\$100 (Non-Refundable) PROCESSING FEE** \$ 100.00
- **PLUS Permit Fee(s) Due** – for each permit type selected above, add the total amount of fees due: + \$ _____
- **EQUALS Total Fees to be Submitted with App** (add the Processing Fee to the Permit Fee(s)) = \$ _____

SECTION C – Questions for A-2f Permit Applicants (only complete if applying for an A-2f Permit)

- Will the Applicant grow grapes, fruits, or other agricultural products and process those grapes, fruits, or other agricultural products into wine that it will sell as permitted by law?
☐ YES ☐ NO (If NO, **STOP** because you do not qualify for the A-2f, consider whether you qualify for the A-2 permit.)
- Does the Applicant own the land on which it will grow the above items listed in the above question?
☐ YES ☐ NO (If NO, **STOP** because you do not qualify for the A-2f, consider whether you qualify for the A-2 permit.)
- Is the land that the Applicant owns where it will grow the grapes, fruits, or other agricultural products discussed above zoned for agricultural use consistent with R.C. 5713.31?
☐ YES ☐ NO (If NO, **STOP** because you do not qualify for the A-2f, consider whether you qualify for the A-2 permit.)

SECTION D – Questions for A-1A Permit Applicants (only complete if applying for an A-1A Permit)*** Location MUST be wet for both Beer AND Intoxicating Liquor**

- Does the Applicant have, or is applying for, either an A-1, A-1c, A-2, A-2f, or A-3a permit?
☐ YES ☐ NO (If NO, **STOP** because you do not qualify for the A-1A.)
- Will the A-1A permit be issued to the same location identified in Section A above?
☐ YES ☐ NO (If NO, please list the address below where the A-1A will be located. Please note that there are limits on how far away an A-1A permit can be issued from the base (A-1, A-1c, A-2, A-2f, or A-3a permit)). See [R.C. 4303.021\(A\)\(1\)-\(4\)](#) for the exact limitations.

(Street Address)_____
(City or Township)_____
(County)

- Will the A-1A permit holder obtain either a Food Service Operator's or Food Establishment license?
☐ YES ☐ NO

If NO, does the Applicant hold or is applying for an A-1c permit AND will serve unopened commercially prepackaged meals and/or maintain a written, monthly schedule with a licensed mobile retail food service operator or establishment (see [R.C. 4303.021\(C\)\(2\)\(a\)-\(b\)](#))?

☐ YES ☐ NO
SECTION E – Questions for A-3a or A-1a Permit Applicants Regarding Possible DRY Location.

- If you are applying for either the A-3a (spirits) or an A-1A permit, the applied-for permit premises address must be locally voted "WET" for spirits before the A-3a can be issued or "WET" for both beer and intoxicating liquor before an A-1A permit can be issued. If the permit premises address is "DRY" for the applicable type of sales, select how you want us to proceed with your application (choose one):

- ☐ **CANCEL** the A-3a or A-1A portion, as applicable, of this application and **REFUND** the related paid permit fees; or
☐ **RETAIN** the A-3a or A-1A portion, as applicable, of this application and **RETAIN** the related paid permit fees.

If the local vote for the applicable type of sale is "DRY" and you intend to put a question on the ballot to get your address voted "Wet" for the type of sales you need in the next election, the Division recommends you choose to leave your application and fees on file (i.e., RETAIN). Any questions regarding local option elections should be directed to your County Board of Elections or your personal attorney.

NOTE: If you fail to check one of the items above, the Division will **CANCEL** the A-3a or A-1A, as applicable, portion of this application and **REFUND** the related paid permit fees.

- If you have applied for an A-3a permit and it is determined that the applied for location is "DRY" for spirits, you may also want to consider submitting an application for A-3 permit (NO retail sales). See com.ohio.gov/wetordry or consult your personal liquor attorney for more information.

SECTION F – Questions for D-6 Permit Applicants (only complete if applying for a D-6 Permit)

*NOT needed if ONLY an A-1, A-1c, A-3, or A-4 (or some combination) are issued at the location.

1. The applied-for permit premises address must be locally voted "WET" for Sunday Sales (D-6 permit). If the permit premises address is "DRY" for Sunday Sales, select how you want us to proceed with your application (choose one):
- ☐ **CANCEL** the D-6 portion of this application and **REFUND** your \$500;
- ☐ **RETAIN** your D-6 application on a waiting list and **REFUND** your \$500; or
- ☐ **RETAIN** your D-6 application on a waiting list and **RETAIN** your \$500.

If the local vote for Sunday Sales is "DRY" and you intend to put a question on the ballot to get your address voted "Wet" in the next election, the Division recommends you choose to leave your application and fees on file (i.e., RETAIN). Any questions regarding local option elections should be directed to your County Board of Elections or your personal attorney.

NOTE: If you fail to check one of the items above, the Division will **CANCEL** your D-6 permit request and **REFUND** your \$500.

2. If you have or applied for on-premises consumption and we determine the D-6 permit is restricted for *carryout sales only*, do you still want the Division to process your D-6 permit application?
- ☐ YES ☐ NO
3. Will or does the sale of food and/or other goods and services be more than/exceed 50% of your total gross receipts?
- ☐ YES ☐ NO

SECTION G – General Questions

NOTE: For purposes of Section G, questions 1 through 4 below, a **significant stakeholder** includes:

- 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

1. *Does the applicant in Section A or any **significant stakeholder** hold or have any interest in another liquor permit business currently or previously issued?

☐ YES ☐ NO

If YES, provide the permit #(s) & business address(es): _____

2. *Has the applicant in Section A (whether a 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): _____

3. *Has the applicant in Section A or any **significant stakeholder** ever been refused a permit, denied a renewal, or had a permit revoked by this Division, the Liquor Control Commission, or any other state?

☐ YES ☐ NO

If YES, provide the stakeholder's name and a detailed explanation: _____

4. *Will the spouse of a **significant stakeholder** (except the manager's spouse) work on the permit premises?
☐ YES ☐ NO

If **YES**, provide the name of the working spouse(s) _____.
Each working spouse **MUST** submit a [Personal History Background Form-DLC 4121](#) with this application and complete a [BCI background check](#) before the liquor permit can be issued.

5. *Does the applicant in Section A or anyone else who has an interest in the ownership or operation of this business, whether disclosed or not, own any stock or have any interest (i.e., ownership or financial) in a retail permit holder or wholesale distributor of alcoholic beverages?
☐ YES ☐ NO

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

6. *Does applicant in Section A own the real estate on which the proposed business will be located?
☐ YES ☐ NO

If **NO**, submit a [Summary of Tenancy Rights Form \(DLC 4085\)](#).

7. *Will the applicant in Section A be the sole owner of the business?
☐ YES ☐ NO

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

8. *Will the applicant in Section A 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: _____

9. *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: _____

10. *If applying for a new permit, has the applicant in Section A been open and operating at the permit premises at least 6 months prior to filing this application?
☐ YES ☐ NO ☐ N/A – current permit holder is adding a new permit type(s) at same location or is a Division designated Master File

If **NO**, please provide the amount of money used/spent to get your business set-up \$_____. You are required to provide financial information documenting the source of these funds (refer to the [Financial Verification Guide \(DLC4096\)](#) for guidance on what documentation you can use to verify your funds).

SECTION H – Required Information for application to be deemed complete or the application WILL BE RETURNED.

If an application is deemed incomplete and returned, it will delay processing times.

1. ☐ Meet the statutory requirements for the applied permit (see [Ohio Revised Code 4303.02 – 4303.05, 4303.182, and 4303.231](#)).
2. ☐ Submit the non-refundable \$100 application processing fee.
3. ☐ Submit the applicable permit fee(s) (see Section B above) 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 A is in the memo line (if different than contact information printed on payment).
4. ☐ Submit this application (answer ALL questions, including any requested applicant business information).
5. Submit one of the following documents from the U.S. Department of Treasury, Alcohol and Tobacco Tax and Trade Bureau (TTB) (visit <https://www.ttb.gov/> for more information how to obtain a brewer's notice/federal permit):
 - Current copy of your Brewer's Notice
 - Federal Basic Permit

If you are an *existing permit holder only adding new permit type(s) to your current permit location OR a Division designated Master File*, items 5 – 8 below are **NOT** required to be submitted.

5. ☐ 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.
6. 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 \(DLC 4031\)](#)
 - ☐ N/A – applicant is a Sole Proprietor
7. 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
8. ☐ If the Entity Type in Section A above is a Partnership, submit a signed copy of the Partnership Agreement.
 - ☐ N/A
9. ☐ If applying for the A-2F, the Agricultural Use Valuation (CAUV) from the county auditor where the grapes, fruit or other agricultural product is grown.
 - ☐ N/A
10. ☐ 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 – Already on File

SECTION I – ACKNOWLEDGMENT AND SIGNATURE

***CERTIFICATION OF FORM:** Note, the person signing must be listed on the entity disclosure form, if required (see Section H, Item #6 above) or you provided an executed power of attorney with this application.

By signing below, I certify and understand that:

- I have authority to execute this document;
- The information provided is true, correct, and complete to the best of my knowledge and belief;
- Failing to select an option in the “Possible Dry Location” area of Section E above confirms I want my application request for the *affected* permit(s) to be cancelled and fee(s) refunded;
- Failing to select an option in the “D-6 Wet/Dry Vote” area of Section F above confirms I want my D-6 application to be cancelled and fee(s) refunded;
- Failing to complete this application, consistent with the above listed instructions, will result in this application being returned to me, unprocessed, until a corrected, complete application is received by the Division;
- During the review of this application further documentation or actions may be needed and my failure to timely comply could delay the processing of my application;
- I MUST continue to make product at the permit location to continue to hold this permit, if issued;
- This permit, if issued, annually renews each October 1st;
- I MUST file my renewal application online at www.com.ohio.gov/renewapermit;
- Product/Label registrations must be filed online (www.com.ohio.gov/registeralabel) AFTER the permit is issued;
- This permit may be subject to Ohio’s wet/dry laws; and
- Institutions as defined in [R.C. 4303.26](#) must be notified and can object to the issuance of the permit.

(Signature of Individual, Partner, Officer, Managing Member, or 5% or more Shareholder or Member)

(Please Print Name)

(Title)

(Date)

(Street Address, City, State, Zip Code)

(Telephone with Area Code)

Submit the application, fees, and required forms to:
Ohio Department of Commerce – Division of Liquor Control
c/o Beer & Wine Section
6606 Tussing Road
Reynoldsburg, OH 43068-9005

Questions? Go to com.ohio.gov/ineedhelp
Email LiqBeerWine@com.ohio.gov
Call (614) 644-3155
Office Hours: 8:00 a.m. - 5:00 p.m. EST
Sign-up to stay informed at com.ohio.gov/stayinformed