

*** 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
☐ B-1	Allows a distributor to purchase beer from A-1 or A-1c permit holders and to import beer for sale to retail permit holders.	\$3,125.00
☐ B-2	Allows a distributor to purchase wine from A-2, A-2f, and B-5 permit holders to sell to retail permit holders.	\$500.00
☐ B-3	Allows a distributor to bottle, distribute, or sell sacramental wine for religious rites.	\$124.00
☐ B-4	Allows a distributor to purchase prepared and bottled highballs, cocktails, cordials, and other mixed beverages under 42 proof from A-4 permit holders and to import those same mixed beverages for sale to retail permit holders.	\$500.00
☐ B-5	Allows a distributor to purchase wine from A-2 or A-2f permit holders, to import wine in bulk or in containers, and to bottle wine for sale to other wholesale or retail permit holders.	\$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 – General Questions**NOTE:** For purposes of Section C, questions 1 through 4 below, a **significant stakeholder** includes:

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

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 B (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,** please give a detailed explanation: _____

4. ***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.
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 in (i.e., ownership or financial), including is employed by, an Ohio manufacturer, Ohio retail permit holder, or an Ohio registered beer/intoxicating liquor supplier?**
☐ 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 adding a new permit type(s) at same location or 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 D – 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 – 4303.06, 4303.07, and 4303.08 through 4303.10](#)).
2. ☐ Submit the non-refundable \$100 application processing fee.
3. ☐ Submit the applicable permit fee(s) (see Section B above) and ensure that 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).
 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 \(DLC 4032\)](#)
 - ☐ Partnership – [Partnership Disclosure Form \(DLC 4031\)](#)
 - ☐ N/A – applicant is a Sole Proprietor
7. Submit confirmation of [Ohio Secretary of State](#) Filing 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
 - ☐ 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. ☐ 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 E – ACKNOWLEDGMENT AND SIGNATURE

***CERTIFICATION OF FORM** – Note, the person signing must be listed on the entity disclosure form, if required (see Section D, 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;
- The Division MUST notify any institutions as defined within Ohio law that are within 500 feet of my business and that they have the ability to object to the issuance of this permit and request a hearing;
- 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; and
- 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.

(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