



DEPARTMENT OF COMMERCE DIVISION OF LIQUOR CONTROL

6606 Tussing Road, P.O. Box 4005
Reynoldsburg, Ohio 43068-9005
http://www.com.ohio.gov/liqr

REQUEST FOR EXPANSION/DIMINUTION (REDUCTION) OF PERMIT PREMISES

(Please print or type all information except signatures)

This request must be completed in its entirety by the permit holder and signed by the permit holder of record. If the permit holder is a corporation, it must be signed by an officer or majority stockholder(s) of corporation; if a partnership, it must be signed by all general partners; and if a limited liability company, it must be signed by all managing members and officers. Attach documents, if any.

Permit Number Permit Class(es)

Name of Permit Holder

DBA (doing business as) Phone Number

Permit Premises Address

City State Ohio Zip Code

I, , do hereby request that the Department of Commerce, Division of Liquor Control conduct an Expansion/Diminution Investigation of the above mentioned permit premises.

I request the following area to be reviewed for: Expansion OR Diminution please (check the appropriate box).

Blank lines for describing the area to be reviewed.

I understand that this area may NOT be used as permit premises until official approval has been received from the Department of Commerce - Division of Liquor Control.

Respectfully, Witnessed & Received by: Signature of Permit Holder Date Liquor Control Compliance Officer of the Department of Commerce - Division of Liquor Control Title

LIQUOR PERMIT PREMISES EXPANSION/DIMINUTION (REDUCTION) OF PREMISES GUIDELINES

There is no additional cost to the permit holder for obtaining an expansion or diminution to the existing permit premises. Some of the more common expansions are - but not limited to - a deck, patio, volleyball court, porch, horseshoe pit, larger dining area, larger kitchen, golf course, storage room, etc. Approval of an expansion is necessary; however, it is just as important to advise the Department of Commerce - Division of Liquor Control ("Division") of a diminution.

Failure to have your expansion or diminution approved by the Division could result in a citation being issued against your permit for "Not Operating at Location Specified on Permit," or "Removal Off Premises of Beer and/or Intoxicating Liquor Sold for On-Premises Consumption," or both. **In order to request an expansion or diminution of your permit premises, please complete the attached Form DLC 4248.**

- All requests for expansions or diminutions must be submitted in writing to the Ohio Department of Commerce, Division of Liquor Control, Investigative Services Unit, 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005, (614) 644-2455 or Faxed to (614) 644-4891
- Include a diagram, rough sketch, copy of blueprint, etc. The diagram must show the proposed expansion or diminution.
- A Compliance Officer from the Investigative Services Unit will visit your permit premises to view the completed expansion or diminution, take photos, and record any other pertinent information. At the time of inspection, the Compliance Officer will need to see the Food Service Operators License, Vendor's License and Liquor Permit. Approval or denial of the proposed expansion or diminution shall be made within 20 working days from the date the premises is inspected by the Division of Liquor Control.
- Temporary expansions or diminutions **WILL NOT** be approved.
- An expansion must be on a common piece of ground and/or adjacent to the current, existing permit premises.
- All changes in the permit premises **MUST COMPLY WITH STATE AND CITY/TOWNSHIP CODES**, and all Department of Commerce - Division of Liquor Control rules and regulations.
- The proposed expansion must be "well defined, properly secured, and delineated by some type of physical structure."
- Rivers, lakes, ravines, etc. may possibly be considered as "...delineated by some type of physical structure." Environmental impact on the surrounding area of the permit premises will also be taken into consideration as to whether the request will be approved or denied.
- Golf course expansions may be "defined" and "delineated" by out-of-bound stakes. The stakes shall be at least one foot above the ground, permanently anchored, and no more than 20 yards apart.
- If an expansion will include an additional address, the expanded area will be subject to local option.
- All rights granted by a liquor permit shall be exercised at not more than two fixed bars. If the proposed expansion will include a third fixed bar or service counter, a duplicate bar permit will be required.