

How To...

Apply for a Liquor Permit



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How To Apply For A Liquor Permit

1. Get an Application

An application for a liquor permit can be obtained by calling the Division of Liquor Control's Licensing Office at 614/644-2431. Information as to the availability of permits can be obtained by calling the above number, by writing to the Licensing Office at 6606 Tussing Rd., P.O. Box 4005, Reynoldsburg, Ohio 43068-9005, or visiting the Division's web site at www.com.ohio.gov/liqr.

2. Complete the Application

Prospective permit holders should complete the application (front and back), sign it, notarize it, and send it to the above address along with the \$100 non-refundable processing fee that is charged for filing an application. Applicants will be required to pay the appropriate permit fee once the permit is ready to be processed. If an opening exists in the area requested by the applicant, processing will begin once the permit fee is submitted. (Permit quotas are based on population in a taxing district.) If there is no opening, the application will be held until an opening is available.

3. Division Notifies Legislative Authority of Filed Application

When processing begins, a notice is sent to the local legislative authority (city council or township trustees and county commissioners) and local police department (chief of police or township police and county sheriff).

4. Opportunity for Legislative Authority or Nearby Public Institution to Object

A Licensing Office compliance officer makes a physical inspection of the applicant's premises, draws a diagram of the premises and surveys the area within a 500 foot radius of the business to determine if there are any churches, schools, playgrounds, libraries or township parks within 500 feet. Those public institutions that are within 500 feet of the proposed permit premises are notified of their right to object to the issuance of the permit.

5. Division Checks the "Wet/Dry" Status of Proposed Permit Location

When an application is received, the Division sends a letter to the county Board of Elections to determine the precinct in which the applicant's business is located. When this information is received, the division checks to determine whether the location is wet for the type of beverages that the applicant wishes to sell.

6. Hearing on Any Filed Objections

If a hearing is requested by either the legislative body or a public institution, the applicant is notified by certified mail as to the time and place of the hearing. The applicant may be represented by an attorney at the hearing.

7. Time Frame for Permit Issuance

If no hearing is requested, no objection is filed by the local police, and no adverse information is discovered through the local police or

the Bureau of Criminal Identification and Investigation (BCII), the permit could be issued within ten to twelve weeks, but no sooner than 15 days from the filing date.

If a hearing is held, the results are sent by certified mail to the applicant and the objector. If the objections are overruled, the legislative body may file an appeal within 30 days of the order to the Ohio Liquor Control Commission. Public institutions do not have the right to appeal. If the objections are sustained, a rejection order is sent by certified mail to the applicant. The applicant may file an appeal within 30 days of the date of the order to the Ohio Liquor Control Commission.

A permit cannot be issued until all administrative and legal remedies have been exhausted.

Ohio Department of Commerce Division of Liquor Control

**John R. Kasich, Governor
David Goodman, Director**

1-800-750-0750 (TTY/TDD)

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