

## LIQUOR LICENSE APPLICATION GUIDELINES



Following are guidelines for on premise liquor license application processing:

1. Obtain City Liquor License Application, copy of City Liquor License Ordinance(available on City website and application guidelines from City Clerk's office.
2. If the application is for a new building then:
  - a. Submit a site plan showing the building location on the lot wherein the proposed licensed facility is to be operated, architectural design and building elevations, and other pertinent physical features of the proposed construction.
  - b. Submit schematic floor plans, seating arrangements, interior design, and description of furniture and fixtures to be used in the proposed restaurant facilities.
3. If the application is for an existing building then:
  - a. Submit a site plan showing any proposed interior renovation including seating arrangements or exterior renovations or additions.
4. Submit a statement indicating when applicant intends to commence construction or renovation of the proposed building and expected date of completion.
5. To review questions concerning the application contact the Director of Public Safety 313-886-3200.
6. Complete and return application to City Clerk. Pay City license application fee – Part I, which is \$1,500. Please ensure that all requested information is submitted for processing, investigation and review.
7. Applicant will be contacted by the Department of Public Safety to be fingerprinted and photographed.
8. The application will be investigated and reviewed by various City departments including a police background check.
9. Upon completion of departmental review, the application will be forwarded to the City Council. A public hearing must be held on any application prior to City Council action. Applicant will be notified of the hearing date.
10. Provided the applicant is recommended by the City Council for approval of a liquor license by the Michigan Liquor Control Commission, then the applicant is required to pay the City license fee Part II of \$1,000.
11. Final processing of local application will be completed and the Public Safety Director and City Clerk will forward necessary approvals to the Liquor Control Commission.
12. Contact the Michigan Liquor Control Commission if local approval is granted.