



ALCOHOLIC BEVERAGE PERMIT INSTRUCTIONS

1. **OBTAIN** an application from the State Division of Alcoholic Beverages

Department of Business & Professional Regulations
Division of Alcoholic Beverages, Tobacco & Fire Arms
1313 North Tampa Street 2189 – Cleveland Street Suite 909
Tampa, Florida 33765
813-272-2610

<http://www.myfloridalicense.com/Dbpr/abt/licenses.html>

2. **COMPLETE** Sections 1-4 of the State Application (leave “ZONING” section blank)

3. **COMPLETE** all portions of the City application

- For On-Premise consumption, COP-REST license (e.g. restaurants with less than 150 seats), provide “Alcohol Beverage Affidavit – Food Sales” if Food Sales exceed 50%
- For Off-Premise Sales, APS license (e.g. convenience stores), provide “Alcohol Beverage Affidavit – Incidental Sales” if gross sales for alcoholic beverages will be less than 50%

4. **SUBMIT** to Development Review Services:

- a. State Application
- b. City Application
- c. Floor plans drawn to scale indicating all tables, chairs, aisle ways, bar areas with seating, bathrooms, kitchen area, entrances, exits. Include outdoor eating areas and indicate if under permanent roof. Show all dimensions of aisle ways, rooms, and walkways on plans.
- d. A complete site plan drawn to scale indicating property lines, parking spaces, drive-ways, streets, alleys, the building and the specific tenant space to be occupied by the establishment. Include outdoor eating areas if applicable and indicate if under permanent roof.

5. **PAY** fee at cashier (\$200.00 for on premises consumption; \$100.00 for package; \$35 for Transfer)

6. **SUBMIT** State Application to the State

**Staff will contact you when the application is approved.
Turn-around time for review is 7-10 working days.**