



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Constitution Hall – 525 W. Allegan, Lansing, MI 48933  
Mailing Address: PO Box 30005, Lansing, MI 48909  
Toll Free 866-813-0011 – [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

## **Retail Licensing Application Checklist**

### New Class C, Tavern, B-Hotel, or A-Hotel License

- [Retail License & Permit Application \(LCC-100\)](#)
- [Livescan Fingerprint Background Request \(LCC-105\)\\*](#)
- Inspection and license/permit fees
- Property Document (lease, deed, land contract)
- [Local Government Unit Approval Form \(LCC-106\)](#)

If applicant is a corporation:

- Articles of Incorporation
- Corporate resolution authorizing request for the license (if required by corporate bylaws)

If applicant is a limited liability company:

- Articles of Organization
- Operating Agreement

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### New Specially Designated Distributor (SDD) or Specially Designated Merchant (SDM) License

- [Retail License & Permit Application \(LCC-100\)](#)
- [Livescan Fingerprint Background Request \(LCC-105\)\\*](#)
- Inspection and license/permit fees
- Property Document (lease, deed, land contract)

If applicant is a corporation:

- Articles of Incorporation
- Corporate resolution authorizing request for the license (if required by corporate bylaws)

If applicant is a limited liability company:

- Articles of Organization
  - Operating Agreement
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Transfer SDD, SDM, Class C, Tavern, B-Hotel, or A-Hotel License

- [Retail License & Permit Application \(LCC-100\)](#)
- [Livescan Fingerprint Background Request \(LCC-105\)\\*](#)
- Inspection and license/permit fees
- Purchase agreement

If applicant is a corporation:

- Articles of Incorporation
- Corporate resolution authorizing request for the license (if required by corporate bylaws)

If applicant is a limited liability company:

- Articles of Organization
- Operating Agreement

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Conditional License in Conjunction with New SDM or Ownership Transfer of Class C, Tavern, B-Hotel, or A-Hotel, SDM, or SDD & SDM Licenses

- All Documents Listed Above for On-Premises and Off-Premises License Transfers or for a New SDM License.
- Form [LCC-103](#) or [LCC-104](#)
- Conditional License Fee
- [Valid Proof of Financial Responsibility](#)
- Executed Property Document

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Transfer Membership or Stock Interest

- [License Interest Transfer Application \(LCC-101\)](#)
- [Livescan Fingerprint Background Request \(LCC-105\)\\*](#)
- Inspection fees
- Purchase agreement

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\*Fingerprints are required for applicants that have not been fingerprinted for MLCC licensure in the past and will hold a 10% or more interest in a license.