



Michigan Department of Licensing & Regulatory Affairs  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
525 W. Allegan Lansing, MI 48933  
P.O. Box 30005 Lansing, MI 48909

## **Manufacturers & Wholesale License Application Process (For applicants located in Michigan only)**

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### **How To Apply For A License:**

All applicants for a license must submit the following documents:

- License Application - "Manufacturer & Wholesaler License & Permit Application" (Form LCC-150).
- Inspection fee - A \$70.00 nonrefundable inspection fee for each license applying for is required to authorize the field investigation. (Checks payable to "State of Michigan".)
- License fee – License fee is due and payable at the time of filing the initial application. You may submit one check for both the inspection and license fee.
- Livescan Fingerprint Form
- Local Government Approval Form (LCC-106), where applicable.
- Property document – Proposed or executed warranty deed, lease agreement, mortgage, etc., that verifies ownership or control of proposed licensed premises. *Note:* Applicant does not have to have control of proposed licensed premises through leasehold or ownership at the time of investigation however will need to provide evidence of control prior to issuance of any license by the Commission.
- Federal Basic Permit – issued by the Alcohol and Tobacco Tax and Trade Bureau ("TTB"). Please refer to the Licensing Information for the appropriate federal permit. The Federal Basic Permit does not have to be submitted with the initial application. Issuance of this Permit by TTB will need to be verified prior to the Commission issuing a license.

All forms are available on our website at: [www.michigan.gov/lcc](http://www.michigan.gov/lcc) ---> Commission Forms ---> Manufacturers & Wholesalers.

In addition to the preceding documents, Corporations, Limited Liability Companies and Partnerships must submit the following information under administrative rule R 436.1109:

#### **CORPORATIONS:**

- Copy of current, filed Articles of Incorporation.
- Current "Certificate of Good Standing" from the state where incorporated, if incorporated outside of this state.
- "Report of Stockholders/Members/Partners" (Form LCC-301).

#### **LIMITED LIABILITY COMPANIES ("LLC");**

- Copy of Articles of Organization and copies of any amendments to the Articles of Organization.
- Copy of Certificate of Authority to do business in Michigan, if the LLC is a non-Michigan LLC.
- Copy of Operating Agreement entered into by members.
- Copy of most recent annual statement filed with the Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau. Newly organized LLC's will not have filed any such document yet.
- "Report of Stockholders/Members/Partners" (Form LCC-301).

## **PARTNERSHIPS:**

- Partnership Agreement (required for limited partnerships).

## **Licensing Process:**

An investigation for a new license and a transfer of an existing license is initiated by the applicant submitting an application (Form LCC-150), the preceding noted documents, along with a \$70.00 inspection fee for each license applying for, and permit and license fees. Upon receipt of this information, the Commission's Licensing Division will conduct an initial review of the application, assign a request identification (RID) number and notify the applicant of deficient items.

It is the responsibility of the applicant to directly submit requests to the local legislative body (where applicable) with forms provided by the MLCC, and to follow-up with these agencies to ensure that their recommendations are forwarded to the Commission. A copy of the completed application (Form LCC-150) should be submitted to the local legislative body along with the forms provided by this office to ensure the request is processed correctly. Fingerprints are required for all new license applications filed as an individual, for all stockholders holding 10% or more corporate stock, all members holding 10% or more membership interest and all general partners. These applicants must have their fingerprints taken and submit a copy of the Livescan Fingerprint Background Request form with their application. Fingerprints are not required for an applicant previously fingerprinted for a license with the Commission.

The following Manufacturer license/permit/location applications require the approval(s) noted below:

### **New Licenses: Approval from local units of government required under MCL 436.1501**

Small Wine Maker/Wine Maker  
Brewer/Micro Brewer

Manufacturer of Brandy/Spirits/Mixed Spirit Drink  
Small Distiller

### **New Wine Tasting Room, Brandy Tasting Room and Spirit Tasting Room locations do not require approval from the local unit of government**

Applications for **Transfer of Ownership, Transfer of Interest, or Transfer of Location** of an existing license **do not** require approval of the local unit of government.

The Commission will continue to review all comments received under administrative rule R 436.1105(2), taking into consideration the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business.

Upon receipt of a completed application which includes: the application form (LCC-150), any additional information or records requested by the Commission, local approvals and Livescan Fingerprint forms, the Licensing Division will authorize an investigation and forward the file to the Commission's Enforcement Division. The Commission cannot proceed with the licensing process or consider an application "complete" as defined under MCL 436.1525(6) until all items above have been received. An investigator from the Enforcement Division will contact the applicant; advise them of the documentation necessary to be provided for review; and schedule an appointment with the applicant(s) to conduct the investigation. The investigation will cover a variety of areas including but not limited to: ownership structure; background of individuals; projected cost of the project/transaction; source of finances, including source of any money lender's finances; present ownership verification; and physical inspection of the facility, if the physical premises is built and available for inspection. Upon completion of the investigation, the investigator will submit a report to the Commission.

The Commission will issue a formal order approving, denying or holding the application for additional information. The applicant will be provided with a copy of the Commission's decision and, if approved, must submit any additional documentation stated in the Commission order prior to issuance of the license. If the application is denied, the applicant will have the opportunity to appeal the denial.

Send all applications to: Michigan Liquor Control Commission  
Manufacturers & Wholesalers Section  
P.O. Box 30005  
Lansing, MI 48909  
Call Toll-Free: 866-813-0011