Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC Use Only)

Living Quarters Permit Application

For information on licenses and permits, please visit the Liquor Control Commission's frequently asked questions website by clicking this link.

Part 1 - Licensee Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s):		
Business address:		
City:	Zip Code:	
Contact name:	Phone:	Email:

Part 2 - Inspection Fee & Diagram

☐ $70.00 Inspection Fee - Make Check Payable to **State of Michigan**. *For MLCC Use - Fee Code 4036*

Inspection fee not required if request for Living Quarters Permit is part of a request for a new license or transfer of an existing license.

☐ Diagram of the licensed premises with the dimensions and location of the proposed living quarters.

Part 3 - Living Quarters Permit Provisions & Signature of Licensee

Please read the following provisions carefully **before** signing this application.

1. A new application is required for any interior connection alterations to the living quarters area after this permit has been issued.

2. Under R 436.1039(1) "A licensee shall not have an inside connection between the licensed premises and an unlicensed portion of the same building or another building without the prior written approval of the Commission."

3. The licensee(s) give consent that all living area covered by any Living Quarters Permit will be subject to inspection and search by a Commission investigator or law enforcement officer to the same extent as the licensed premises are subject to inspection and searches under MCL 436.1217. Evidence of a violation discovered pursuant to any consent search may be seized and used in an administrative or court proceeding.

4. The licensee(s) agrees that the living quarters will not be used to store alcoholic beverages in violation of administrative rule R 436.1025, or used in violation of MCL 436.1913, which prohibits allowing any persons to engage in the drinking of alcoholic liquor for consideration on unlicensed premises. The term consideration includes, but is not limited to, any fee, cover charge, sale of food, ice, or mixers.

5. The licensee(s) agrees to abide by the the laws of the State of Michigan and the rules of the MLCC if a living quarters permit is issued.

6. The licensee(s) agrees and understands that any violation of this agreement may result in the revocation of the living quarters permit.

☐ **I have read and understand the above provisions and agree to them.**

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Print Name of Licensee & Title	Signature of Licensee	Date

Please return this completed form along with corresponding documents and fees to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight deliveries: 2407 N. Grand River Ave, Lansing, MI 48906
Fax to: 517-284-8557

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

LARA
LICENSING AND REGULATORY AFFAIRS

Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

* * FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 * *
* * DO NOT EMAIL OR MAIL THIS FORM * *

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

*** *IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED* ***

Name on Card: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Payment is for: _____

Payment Amount: _____

Card Number: _____

Check One:

◯ MasterCard ◯ Visa ◯ Discover ◯ American Express

Security Code/CVV Code: _____

Expiration Date: _____

_____
Signature

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Credit Card Payment Itemization:

Fee Type	Fee Amount	*MLCC Fee Code*
☐ Inspection Fee(s):		*4036*
☐ Special License Fee(s):		*4008*
☐ Temporary Authorization Fee:		*4037*
☐ License Renewal Fee(s):		*4004*
☐ Manufacturer License(s):		*4038*
☐ Wholesaler License(s):		*4085*
☐ New Retailer License(s):		*4012*
☐ Transfer Retailer License(s):		*4034*
☐ Conditional License		*4012*
☐ New Add Bar ☐ Transfer Add Bar:		*4012/4034*
☐ Sunday Sales Permit (AM):		*4033*
☐ Sunday Sales Permit (PM):		*4032*
☐ Catering Permit:		*4031*

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

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