



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
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Steps in the Process for Retail Liquor License Applications

Every application is slightly different from the next, so it is difficult to specify a definite number of days, weeks, or months for an application to be completed. The MLCC attempts to process and review all applications in a timely manner. Please note that during each step of the process, requests are reviewed in the date order they were received by the Commission.

1. Documents requesting a new license or transfer of a license and inspection and licensing fees received by Michigan Liquor Control Commission.
2. The Licensing Division reviews documents for completeness and verifies the appropriate fees have been received. If additional documents, fees, or corrections to documents are needed, Licensing will notify the applicant. Once all the necessary documents have been received, Licensing will submit the request to the Enforcement Division for its investigation. If an applicant has applied for and meets the requirements for a conditional license, the request will be considered by the Commission.
3. The Enforcement Division will contact the applicant to schedule an interview with the applicant (and current licensee for license transfers). At this meeting an investigator will review the purchase agreement, financial documents, property documents, and other items with the applicant. After the interview, the investigator will prepare a report for the Commission regarding the investigation and submit the request back to Licensing for further processing.
4. Licensing reviews the report from Enforcement and any additional documents received during the interview process. The request is prepared for the Commission to consider and placed on a docket for an upcoming licensing meeting.
5. The Commission considers the request, including the liquor license operating history of the applicant (if a current or prior licensee), the arrest and conviction record of the applicant, whether the applicant meets the requirements for a license, the applicant's financial information, and the opinions of the local legislative body or police department, if received. The Commission will approve or deny the request based on these factors. Occasionally, the Commission will request more information from the applicant before making a final decision.
6. After the Commission makes a decision on the request, the request goes back to Licensing for final processing. Approval orders are sent to the applicant requesting

any final items before the issuance of the license. Denial orders are sent to the applicant and the applicant may appeal the decision.

7. When all the final items are received by Licensing, the completed request is forwarded to the Renewal Unit for the issuance of the physical license documents.