



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)

## **What To Expect When The Commission Has Made A Decision On Your Request**

### **The Commission Approved Your Request**

The formal Commission order that describes the provisions for the approval of your request will be finalized and returned to the unit in the Licensing Division that processes the closing documents. Licensing processes requests in order based on the Commission decision date (oldest first).

Licensing will:

- Review the Commission's order.
- Verify the required fees and review the fees already received.
- Verify that the seller has paid renewal fees for the license, if the request is for the transfer of ownership that was started in one licensing year, but completed in another.
- Calculate any additional fees required, if necessary.
- Review the documents in the request file and compare to the Commission's order in order to verify what documents and/or inspections are still needed.
- Send a cover letter, the Commission order, and a request for any other items required to the applicant. You may hear this referred to as the "closing package".

Some items frequently requested in the closing package:

- Final Inspection by MLCC Enforcement Division – If required, this MUST be completed before license can be issued.
- [Proof of Financial Responsibility \(LC-95\) \(liquor liability insurance\)](#).
- Fees that may need to be paid.
- [Report of Stockholders/Members/Partners \(LCC-301\)](#).
- [Closing Form for New License or License Sale \(LCC-107\)](#).
- Executed property document (deed, land contract, mortgage, or lease).
- Proof of financing (promissory note or note from a bank).
- Any violations held by the seller (if a transfer of a license) must be cleared before license can be issued; this may include fees.

Upon receipt of closing documents being returned to Licensing by the applicant, Licensing will review the documents and any fees paid for accuracy. If items are missing or incorrect, a notice of deficiency will be sent to the applicant. If everything has been received and is acceptable, file will be forwarded to Renewal unit for issuance of the license.

Applicants obtaining a new on premises license or transferring more than 50% interest in an existing on-premises license must have, at a minimum, server-trained supervisory personnel employed during all hours alcoholic beverages are served as outlined in MCL 436.1501(1).

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### **The Commission Denied Your Request**

The formal Commission order that describes the provisions for the denial of your request will be finalized and returned to the unit in the Licensing Division that processes the closing documents. Licensing will send you a copy of the denial order and a letter explaining how you may appeal within 20 days. If you request an appeal, Licensing will forward your request to the Hearings and Appeals Unit to begin the appeal process.