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

Off-Premises Retailer License & Permit Application

Before you begin filling out the attached application, please review this checklist for the applicable forms and documents you will need to submit with your completed application form.

The attached LCC-100b form will automatically calculate fees when opened using Adobe Acrobat Reader. The form's functionality may not work with third-party PDF readers. You may download a free copy of Adobe Acrobat Reader on the Adobe website: https://get.adobe.com/reader/

On-Premises Retailers: If you are applying for a Specially Designated Merchant (SDM) or Specially Designated Distributor (SDD) license to be held in conjunction with an on-premises retailer license, please use the On-Premises Retailer License & Permit Application (LCC-100a).

Are you transferring stock or membership interest? If yes, use the License Interest Transfer Application (LCC-101).

- ☐ Completed Retail License & Permit Application (Form LCC-100b, attached)
- ☐ Inspection, License, and Permit Fees
- ☐ Corporate Documents (see list below) - Submit for the applicant company, and if the applicant company has multiple levels of ownership structure in which stockholders or members are also companies, submit the applicable documents listed below for any stockholder or member companies to the third tier of ownership - for example: applicant company (tier 1)> stockholder/ member (tier 2) > stockholder/member (tier 3).
- ☐ Multi-Tier Organizational Chart - If the applicant company has more than three levels of ownership structure please provide an organizational chart that shows all the levels of ownership to individual people, including trusts.
- ☐ Purchase agreement - **For the transfer of ownership of a license**
- ☐ Property document (lease, deed, land contract, etc.)
- ☐ New Specially Designated Merchant license documents - **For a <u>new</u> Specially Designated Merchant license only** (see page 3)

If applicant is a corporation also include (pursuant to R 436.1109):
If any of the stockholders of the applicant are corporations or limited liability companies, also submit a copy of the documents listed below for those companies (except for the Certificate of Authority to Do Business in Michigan, which is required for the applicant only).

- ☐ Report of Stockholders/Member/Partners (Form LCC-301)
- ☐ Copy of Articles of Incorporation filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Current Certificate of Good Standing from the state where incorporated and Certificate of Authority to Do Business in Michigan, if incorporated outside of Michigan.
- ☐ Certified copy of the minutes of a meeting of its board of directors or a statement signed by an officer of the corporation naming the persons authorized by corporate resolution to sign the application and other documents required by the Commission or Part 3 of Form LCC-301.

If applicant is a limited liability company also include (pursuant to R 436.1110):
If any of the members of the applicant are corporations or limited liability companies, also submit a copy of the documents listed below for those companies (except for the Certificate of Authority to Do Business in Michigan, which is required for the applicant only).

- ☐ Report of Stockholders/Member/Partners (Form LCC-301)
- ☐ Copy of Articles of Organization filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Copy of the operating agreement or bylaws of the applicant company
- ☐ Current Certificate of Authority to Do Business in Michigan, if the LLC is a non-Michigan LLC.
- ☐ Statement signed by a manager of the limited liability company or by at least 1 member if management is reserved to the members naming the person authorized to sign the application and other documents required by the Commission or Part 3 of Form LCC-301.

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)

Off-Premises Retailer License & Permit Application (LCC-100b)

Part 1 - Applicant 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.

Applicant name(s):	
Address to be licensed:	
City:	Zip Code:
City/township/village where license will be issued:	County:
Federal Employer Identification Number (FEIN):	

		Leave Blank - MLCC Use Only
1. Are you requesting a new license?	◯ Yes ◯ No	
2. Are you applying ONLY for a new permit or permission?	◯ Yes ◯ No	
3. Are you buying an existing license?	◯ Yes ◯ No	
4. Are you modifying the size of the licensed premises?	◯ Yes ◯ No	
If Yes, specify: ☐ Adding Space ☐ Dropping Space ☐ Redefining Licensed Premises		
5. Are you transferring the location of an existing license?	◯ Yes ◯ No	
6. Is this license being transferred as the result of a default or court action?	◯ Yes ◯ No	
7. Do you intend to use this license actively?	◯ Yes ◯ No	

Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s):	
Current licensed address:	
City:	Zip Code:
City/township/village where license is issued:	County:

Part 3 - Licenses, Permits, and Permissions

Applicants for off premises licenses, permits, and permissions (e.g. convenience, grocery, specialty food stores, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from Schedule A to Part 4 below.

Part 4 - Inspection, License, and Permit Fees - Make checks payable to **State of Michigan**

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of $70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, a request to increase or decrease the size of the licensed premises, or a request to add a bar. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:	License & Permit Fees:	**TOTAL FEES:**

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

Schedule A - Licenses, Permits, & Permissions

Applicant name:

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

Off Premises License Type:	**Base Fee:**	*Fee Code MLCC Use Only*
New Transfer		
☐ ☐ SDM License	$100.00	
☐ ☐ SDD License	$150.00	
☐ ☐ Resort SDD License	Upon Licensure/$150.00	

Resort SDD Licenses may only be issued in governmental units having a population of 50,000 or less

Off Premises Permits:	**Base Fee:**
☐ Sunday Sales Permit (AM)*	$160.00
☐ SDD Sunday Sales Permit (PM)** *For Sales of Spirits Products*	$22.50
☐ SDM Sunday Sales Permit (PM)*** *For Sales of Mixed Spirit Drink Products*	$15.00
☐ Beer and Wine Tasting Permit	No charge
☐ Motor Vehicle Fuel Pumps	No charge
☐ Catering Permit	$100.00
☐ Living Quarters Permit	No charge
☐ Off-Premises Storage	No charge
☐ Direct Connection(s)	No charge
☐ Secondary Location Permit - Complete Form LCC-201	

Inspection, License, Permit, & Permission Fee Calculation

Number of Licenses: _____ x $70.00 Inspection Fee

Total Inspection Fee(s): _____

Total License Fee(s): _____

Total Permit Fee(s): _____

TOTAL FEES DUE: _____

Please note that requests to transfer SDD licenses will require the payment of additional fees based on the seller's previous calendar year's sales. These fees will be determined prior to issuance of the license to the applicant.

Make checks payable to **State of Michigan**

*Sunday Sales Permit (AM) allows the sale of spirits, mixed spirit drink, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**SDD Sunday Sales Permit (PM) allows the sale of spirits by an SDD license on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. The SDD Sunday Sales Permit (PM) fee is 15% of the SDD license fee.

***SDM Sunday Sales Permit (PM) allows the sale of mixed spirit drink by an SDM licensee on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The SDM Sunday Sales Permit (PM) fee is 15% of the SDM license fee.

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Schedule B - New Specially Designated Merchant (SDM) License Supplemental Application - New SDM License Applications ONLY

Applicant name:

Pursuant to MCL 436.1533(5), Specially Designated Merchant (SDM) licenses are quota licenses based on one (1) SDM license for every 1,000 of population in a local governmental unit. MCL 436.1533 provides for several exemptions from the quota for qualified applicants. Please carefully read the requirements in the boxes below, selecting the applicable approved type of business option(s) from Section 1 and an applicable new SDM license quota option from Section 2.

To apply for a new SDM issued under MCL 436.1533(5)(a) to be held in conjunction with an existing on-premises retailer license (e.g. Class C, B-Hotel, or Tavern license), use the New On-Premises SDM Application (LCC-114).

Section 1 - Requirements to Qualify as Approved Type of Business for New SDM License Applicants
Applicant must meet one (1) or more of the following conditions (check those that apply to your business):

☐ a. Applicant holds and maintains retail food establishment license or extended retail food establishment license under the Food Law of 2000, MCL 289.1101 to MCL 289.8111.
☐ b. Applicant holds or has been approved for Specially Designated Distributor (SDD) license.

Section 2 - Quota Requirements for New SDM License Applicants
Applicant must qualify under one of the following sections of the Liquor Control Code regarding the SDM quota:

☐ a. Applicant's establishment is at least 20,000 square feet and at least 20% of gross receipts are derived from the sale of food. *MCL 436.1533(5)(b)(i) - SDM license is exempt from SDM quota and license cannot be transferred to another location.*
☐ b. Applicant's establishment is a pharmacy as defined in the Public Health Code, MCL 333.17707. *MCL 436.1533(5)(b)(ii) - SDM license is exempt from SDM quota and license cannot be transferred to another location.*
☐ c. Applicant's establishment qualifies as a marina under MCL 436.1539. *MCL 436.1533(5)(e) - SDM license is exempt from SDM quota and license may be transferred to another location if the applicant complies with MCL 436.1539 at the new location.*
☐ d. Applicant does not qualify under any of the quota exemptions or waiver listed above. *MCL 436.1533(5) - Commission shall issue one (1) SDM for every 1,000 population in a local governmental unit and an unissued SDM must be available in the local governmental unit for the applicant to qualify. SDM license may be transferred to another location.*

Documents Required To Be Submitted with New SDM License Application
In addition to the documents listed on the application checklist, the new SDM license applicant must submit the documents listed below, as applicable, with its application to comply with the requirements described above. Select one or more of the following:

☐ Copy of retail food establishment license or extended retail food establishment license for a SDM license. The name on the food establishment license must match the applicant name in Part 1 of this application form. *A food establishment license is not required for a SDM license to be issued in conjunction with a SDD license or an on-premises license.*
☐ If applying under Section 2a above, documentary proof that applicant's establishment is at least 20,000 square feet and at least 20% of gross receipts are derived from the sale of food.
☐ If applying under Section 2b above, a copy of the pharmacy license issued under the Public Health Code.

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed Form LCC-301. For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

Name:		
Home address:		
City:	State:	Zip Code:
Business Phone:	Cell Phone:	Email:

Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If **Yes**, please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write "chain" below. *Pursuant to MCL 436.1603, a retailer licensee may not hold interest in a manufacturer or wholesaler licensee.* ◯ Yes ◯ No

Do you hold 10% or more interest in the applicant entity? ◯ Yes ◯ No

Based on the answers provided above, you may be required to be fingerprinted and undergo an investigation by the MLCC. After reviewing your application, the MLCC will provide you with a copy of the Livescan Fingerprint Background Request (LCC-105) form that you will need when you are fingerprinted by a Livescan Agency.

Part 5b - Personal Information (Individuals) *- Must be at least 21 years of age, pursuant to administrative rule R 436.1105(1)(a).*

Date of Birth:	Social Security Number:	Driver's License Number:

Are you a citizen of the United States of America? ◯ Yes ◯ No

Have you ever legally changed your name? ◯ Yes ◯ No

If you answered "yes", please list your prior name(s) (including maiden):

Spouse's full name (if currently married):

Spouse's date of birth:	Is your spouse a citizen of the United States of America? ◯ Yes ◯ No

Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan? ◯ Yes ◯ No

Does your spouse hold a retailer, manufacturer, or wholesaler license issued by the MLCC? ◯ Yes ◯ No

Full disclosure of criminal history must be reported, regardless of how long ago the crime occurred. State of Michigan and federal criminal background records will be checked to verify criminal history. Failure to report criminal history charges and/or local ordinance violations may result in the denial of the application. Criminal history includes felonies, misdemeanors, and local ordinance violations in Michigan or any other state for which the applicant or applicant's spouse was found guilty, pled guilty, or pled no contest. Criminal history may be disclosed during a hearing in accordance with FBI CJIS policy.

Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If **Yes**, list below (attach additional pages if necessary): ◯ Yes ◯ No

Date	City/State	Charge	Disposition

Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If **Yes**, list below (attach additional pages if necessary): ◯ Yes ◯ No

Date	City/State	Charge	Disposition

Part 5c - Signature

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. (This form must be signed by the person whose information it contains).

Print Name _____ Signature _____ Date _____

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

Part 6 - Contact Information For This Application

What is your preferred method of contact?	◯ Phone	◯ Mail	◯ Email ◯ Fax
What is your preferred method for receiving a Commission Order?		◯ Mail	◯ Email ◯ Fax
Contact name:	Relationship:		
Mailing address:			
City:	State:	Zip Code:	
Phone:	Fax number:	Email:	

Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)

Attorney name:	Member Number: P-		
Attorney address:			
Phone:	Fax number:	Email:	
Would you prefer that we contact your attorney for all licensing matters related to this application?		◯ Yes	◯ No
Would you prefer any notices or closing packages be sent directly to your attorney?		◯ Yes	◯ No

Part 8 - Signature of Applicant

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

Notice: When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

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. By signing this application, I am freely and voluntarily consenting and submitting to inspections of the licensed premises in accordance with MCL 436.1217(2)-(3) and R 436.1011(4). I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Print Name of Applicant & Title	Signature of Applicant	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 Avenue, Lansing, MI 48906
Fax to: 517-284-8557

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

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.

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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