ABC COMMERCIAL PERMIT APPLICATION PACKET CHECKLIST – LIMITED PARTNERSHIP

The North Carolina ABC Commission is dedicated to providing excellent customer service to the citizens of our great State and understands the necessity of receiving ABC permit(s) in a timely manner. This checklist, designed specifically for the referenced ownership, will assist in navigating through the ABC Commercial Application process to ensure you have provided the necessary documentation for a complete packet. To facilitate this process, please submit the documents in the order listed, without any omission, as that will result in a delay of processing your application.

Who Must Apply:

• Limited Partnership
  o The General Partner(s) must apply and on-site manager (must be resident of NC)

CHECKLIST DOCUMENTS

• APPLICATION
  o Must be completed in its entirety
  o Must be signed and notarized

• LEASE, RENTAL AGREEMENT OR A COPY OF THE RECORDED DEED
  o Limited Partnership must be the tenant under a lease/rental agreement or Grantee under recorded deed
  o Address of leased premises must be included
  o Term (if lease/rental agreement) to include commencement and expiration dates

• ARTICLES
  o Certificate of Limited Partnership with NC Secretary of State in an Active status

• DIAGRAM
  o Detailed diagram of the leased premises

• INSPECTION/ZONING COMPLIANCE FORM
  o All sections completed and signed by appropriate officials
  o Cannot be submitted if inspections are over 180 days

• BREWER’S NOTICE OR FEDERAL BASIC PERMIT
  o If applying as a brewery, submit a copy of the approved Brewer’s Notice
  o If applying as a winery, submit a copy of the approved Federal Basic Permit
  o Must contain same location address where brewery/winery is located

• PHOTOS
  o One of the front exterior of the premises
  o One of the general overview of the interior of the premises

• WINE SHIPPER BRAND LISTING FORM
  o Only needed if winery is applying for a Wine Shipper Permit

• FEIN – SSN VERIFICATION FORM
  o Complete and sign

• IDENTIFICATION
  o All applicants must submit black and white copy of valid photo ID
• **FINGERPRINT CARD**
  o Fingerprint card is required unless prints have been submitted in the past for an ABC permit
  o Completed, signed and Full SS# on card
  o Authority for Release of Information form must be completed to accompany fingerprint card
  o $38.00 fingerprint processing fee per applicant

• **CORRECT FEE(S) FOR PERMIT(S) AND FINGERPRINT FREE**
  o Certified check, cashier’s check or money order
  o Payable to NC ABC Commission

**NOTE – OTHER DOCUMENTS REQUIRED FOR SPECIFIC ESTABLISHMENTS ARE LISTED UNDER 6 – 9 IN THE INSTRUCTIONS OF THE COMMERCIAL APPLICATION**