

## **ABC COMMERCIAL PERMIT APPLICATION PACKET CHECKLIST – CORPORATION**

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:**

- Corporation
  - Each 25% or more stockholder, each officer (President, Vice President, Secretary and Treasurer) and the on-site manager must submit an application (*on-site manager must be NC resident*).

### **CHECKLIST DOCUMENTS**

- **APPLICATION**
  - Must be completed in its entirety
  - Must be signed and notarized
- **LEASE, RENTAL AGREEMENT OR A COPY OF THE RECORDED DEED**
  - All partners names must be listed as tenants on the lease /rental agreement or as Grantee on the recorded deed
  - Address of leased premises must be included
  - Term (if lease/rental agreement) to include commencement and expiration dates
- **ARTICLES OF INCORPORATION**
  - Must be registered with NC Secretary of State and in an Active Status
- **OWNERSHIP VERIFICATION FORM**
  - Must list all interest/stockholders, all officers, and be signed and notarized.
- **DIAGRAM**
  - Detailed diagram of the leased premises
- **INSPECTION/ZONING COMPLIANCE FORM**
  - All sections completed and signed by appropriate official
  - Cannot be submitted if inspections are over 180 days
- **BREWER'S NOTICE OR FEDERAL BASIC PERMIT**
  - If applying as a brewery, submit a copy of the approved Brewer's Notice.
  - If applying as a winery, submit a copy of the approved Federal Basic Permit.
  - Must contain same location address where brewery/winery is located
- **PHOTOS**
  - One of the front exterior of the premises
  - One of the general overview of the interior of the premises
- **WINE SHIPPER BRAND LISTING FORM**
  - Only needed if winery is applying for a Wine Shipper Permit
- **FEIN – SSN VERIFICATION FORM**
  - Complete and sign
- **IDENTIFICATION**
  - Black and white copy of valid photo ID for each applicant

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- **FINGERPRINT CARD**
  - Fingerprint card is required unless prints have been submitted in the past for an ABC permit
  - Completed, signed and FULL SS# on card
  - Authority for Release of Information form must be completed
  - \$38.00 fingerprint processing fee per person
- **CORRECT FEE(S) FOR PERMIT(S) AND FINGERPRINT FEE**
  - Certified check, cashier's check or money order
  - Payable to NC ABC Commission

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