

ABC RETAIL 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 Retail 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
- **LOCAL GOVERNMENT OPINION FORM**
 - Completed and signed by designated official
 - Official's signature must be notarized
 - Cannot be submitted if the designated official's signature is over 180 days
- **RECYCLE FORM**
 - ONLY required if applying for permits for ON PREMISE consumption
- **ALCOHOL SELLER/SERVER TRAINING**
 - Certificate of completion of training
- **PHOTOS**
 - One of the front exterior of the premises
 - One of the general overview of the interior of the premises
- **FEIN – SSN VERIFICATION FORM**
 - Complete and sign

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- **IDENTIFICATION**
 - Black and white copy of valid photo ID for each applicant
- **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 1 AND 3 IN THE INSTRUCTIONS OF THE RETAIL APPLICATION**