

## **ABC RETAIL PERMIT APPLICATION PACKET CHECKLIST – GENERAL 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 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.

- **APPLICATION**
  - Each partner is required to file a separate 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
- **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
- **IDENTIFICATION**
  - Black and white copy of valid photo ID for each partner
- **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

**ABC RETAIL PERMIT APPLICATION PACKET CHECKLIST – GENERAL PARTNERSHIP**

- **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**