

ABC RETAIL PERMIT APPLICATION PACKET CHECKLIST – LIMITED LIABILITY COMPANY (LLC)

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:

- **Member-managed LLC**
 - All members owning 25% or greater interest in the LLC and the on-site manager must complete an application (*on-site manager must be NC resident*).
 - If no one owns a 25% or greater interest in the LLC, the managing member(s) and the on-site manager must complete an application (*on-site manager must be NC resident*).
- **Manager-managed LLC**
 - All members of the LLC that own 25% or greater interest in the LLC, all managers outlined in the LLC's Operating Agreement, and the on-site manager must submit a separate application. (*on-site manager must be NC resident*)
- **Note: If a 25% or greater interest holder of the applying entity is another business entity (corporation or LLC) or if an entity is designated as the manager of the applying LLC, a partner, officer or member must complete an application on behalf of that business entity.**

CHECKLIST DOCUMENTS

- **APPLICATION**
 - Must be completed in its entirety
 - Must be signed and notarized
- **LEASE, RENTAL AGREEMENT OR A COPY OF THE RECORDED DEED**
 - Individual must be the tenant under a lease/rental agreement or Grantee under recorded deed
 - Address of leased premises must be included
 - Term (if lease/rental agreement) to include commencement and expiration dates
- **ARTICLES OF ORGANIZATION**
 - Must be registered with NC Secretary of State and in an Active status
- **OWNERSHIP VERIFICATION FORM**
 - Must list all LLC members, their interest within the LLC and be signed and notarized
- **OPERATING AGREEMENT**
 - Must have an effective date and be signed by all applicable parties
- **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

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- **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 person submitting an application
- **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 to accompany fingerprint card
 - \$38.00 fingerprint processing fee for each fingerprint card being submitted
- **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**