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
  - Corporation must be listed as tenant 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**