

## **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**
  - Limited Liability Company 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

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

- **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**