INSTRUCTIONS AND REQUIRED DOCUMENTS: (Forms are available at www.abc.nc.gov)

1. Complete this application in its entirety. Please print clearly or type. Application must be signed and notarized.
2. The correct fee(s) must be submitted with the application and supporting documents. Payment must be by a certified check, cashier’s check or money order made payable to the North Carolina ABC Commission.
3. Include a black and white copy of applicant’s valid photo ID.
4. Include one fingerprint card for each person required to submit an application for the business’ permit. The fingerprint card must be completed (signed and filled out). The $38.00 processing fee must be submitted by a certified check, cashier’s check or money order made payable to the North Carolina ABC Commission (may be combined with the application fee).
5. Include a completed Authority for Release form with each fingerprint card.
6. Include a copy of the executed lease or rental agreement or a copy of the registered deed, specifying the applicant (corporate/LLC name, if not individual ownership or partnership). This document must include the address of the business or a legal description of the property. The lease or rental agreement must include the effective beginning date and term of agreement. Applicant must have possession of the property at the time the application is submitted.
7. Include a copy of the Federal Basic Permit or Brewers Notice.
8. Include a completed copy of the Inspection / Zoning Compliance form signed by the appropriate officials.
9. Include a detailed diagram of the premises (standard size, not over-sized and it may be hand drawn).
10. Photographs – Include a photo of the exterior front of the building with entrance and a photo of the interior of the business.
11. Corporations and LLC’s complete an Ownership Verification form.
12. Corporations include a copy of the Articles of Incorporation (registered with NC Secretary of State with Active status).
13. LLC’s include a copy of the Articles of Organization (registered with NC Secretary of State with Active status) and a copy of the Operating Agreement.

Wine Grower Applicants: Must also include a copy of the deed for the qualifying farm, stating the address of the farm and one of the following:
   1. A survey indicating the areas and acreage used in the production of grapes (more detail is better); or
   2. An affidavit stating that it is a farm of at least five acres committed to the production of grapes, listing the acreage used for the production of grapes and its function.

Liquor Importer / Bottler: Must also include, on a separate sheet of paper, a description of the operations of the business. Indicate the location address of any storage facility or bottling plant, if different than the address shown on the permit application, and any associated Federal permit numbers.

Air Carrier: Must also include, on a separate sheet of paper, the name and location address of the airport(s) where products will be stored and sold.

Wine Shipper: Must also complete a Wine Shipper Brand Listing form.

If there is a change in ownership, a new permit is required. A change of 25% or greater in the ownership structure of a corporation, LLC or partnership requires application for new permits.

ABC permits are location specific and cannot be transferred from one location to another. If a business is relocated, it must apply for ABC permits for the new location.
WHO MUST FILE:

INDIVIDUAL OWNERSHIP – Individual owner or sole proprietor is required to complete an application, fingerprint card, Authority for Release form and provide a copy of their valid identification, in addition to the other required documents. The lease/deed and other documents are in this person’s name.

GENERAL PARTNERSHIP – Each partner is required to complete an application, fingerprint card, Authority for Release form and provide a copy of their valid identification, in addition to the other required documents. The lease/deed and other documents are in the individuals’ names.

CORPORATION – Each 25% or more stockholder and each officer (President, Vice-President, Secretary, Treasurer) is required to complete an application, fingerprint card, Authority for Release form and provide a copy of their valid identification, in addition to the other required documents. The lease/deed and other documents must be in the corporate name.
(For a corporation already holding permits and applying for an additional location under the same ownership entity, only one of the above persons or the site manager is required to complete an application and provide their valid ID, fingerprint card and Authority for Release form with the other required documents.)
(If a new corporate officer is appointed with no change of ownership, the new officer must complete an application and qualify for an ABC permit. No fee is required.)

LLC (LIMITED LIABILITY COMPANY): Each applicant is required to complete an application, fingerprint card, Authority for Release form and provide a copy of their valid identification, in addition to the other required documents. The lease/deed and other documents must be in the LLC name.
Member-Managed LLC – All members owning a 25% or more interest must complete an application. If no one owns a 25% interest, the managing members must complete an application.
Manager-Managed LLC – All managers, as listed in the Operating Agreement, as well as all members owning a 25% or more interest, must submit a completed application.
(LLC already holding permits and applying for an additional location under the same ownership entity - only one of the above persons or the site manager is required to complete an application and provide their valid ID, fingerprint card and Authority for Release form with the other required documents.)
(An LLC manager change with no change of ownership requires each new manager to complete an application and qualify for ABC permits. An updated Operating Agreement or an Amendment is needed. No fee is required.)

LIMITED PARTNERSHIP – The general partner is required to submit a completed application, fingerprint card, Authority for Release form and provide a copy of their valid identification, in addition to the other required documents. The lease/deed and other documents must be in the Limited Partnership name.

ON PREMISES PERMITS (Corporations, LLCs, Limited Partnerships) – The site manager must be a North Carolina resident. If none of the individuals required to complete an application are NC residents and will serve as the site manager, the site manager or general manager who is a NC resident, must submit a completed application, fingerprint card, Authority for Release form and provide a copy of their valid identification.

NON-RESIDENTS (Individual or Partnership) – Each non-resident individual shall complete an application, a fingerprint card, Authority for Release form and provide a copy of their valid identification. Additionally, a NC resident manager shall be appointed as attorney-in-fact for the business. This person shall also complete the required application. A certified copy of an executed power-of-attorney, which shall be registered in the county where the proposed licensed premises is located, shall be submitted with the application.

PLEASE MAKE A COPY OF THIS APPLICATION AND OTHER DOCUMENTS PRIOR TO SUBMITTING THEM TO THE COMMISSION

PAYMENT BY CREDIT CARD (VISA, MASTERCARD OR DISCOVER) MAY BE PROCESSED IF IN PERSON AT THE COMMISSION.
### APPLICATION FOR ABC COMMERCIAL PERMIT

**TEMP. PERMIT #:** ________________  
**FEES PAID**  
**APPLICATION #:** ________________  

**Date Issued:** ________________  
**Expiration Date:** ________________  

**Approved** □  
**Rejected** □

**Date:** ________________  
**Received By:** ________________  
**By:** ________________  
**Date:** ________________  

(Do Not Write Above This Line)

**COUNTY:** ____________________________

Reason for Application:  
- [ ] New Business
- [ ] Additional Location
- [ ] New Officer
- [ ] Additional Permit
- [ ] Ownership Change
- [ ] Address Change
- [ ] New Manager (LLC)

I hereby make application to the North Carolina Alcoholic Beverage Control Commission for the following permit(s) at this location:

*(Check the appropriate block(s))*

- [ ] Unfortified Winery ($300)
- [ ] Fortified Winery ($300)
- [ ] Brewery ($300)
- [ ] Distillery ($300)
- [ ] Packaging and Logistics ($300)
- [ ] Fuel Alcohol ($100)
- [ ] Wine Importer ($300)
- [ ] Wine Wholesaler ($300)
- [ ] Malt Beverages Importer ($300)
- [ ] Malt Beverages Wholesaler ($300)
- [ ] Bottler ($300)
- [ ] Winery Special Event ($200)
- [ ] Cider & Vinegar Manufacturer ($200)
- [ ] Wine Producer ($300)
- [ ] Malt Beverage Special Event ($200)
- [ ] Liquor Importer/Bottler ($500)
- [ ] Air Carrier (no fee)
- [ ] Wine Shipper (wineries only – no fee)
- [ ] Wine Shipper Packager ($100)
- [ ] Spirituous Liquor Warehouse (no fee)
- [ ] Spirituous Liquor Tasting ($100)
- [ ] Spirituous Liquor Special Event ($200)

### BUSINESS INFORMATION

**Trade Name of Business:** ____________________________________________

**Location Address:**  
**Street Address:** ________________  
**City:** ________________  
**State:** ________________  
**Zip Code:** ________________

**Mailing Address:**  
**Street Address/Post Office Box:** ________________  
**City:** ________________  
**State:** ________________  
**Zip Code:** ________________

**Type of Ownership:**  
- [ ] Individual
- [ ] Partnership
- [ ] Corporation
- [ ] Limited Liability Co.
- [ ] Limited Partnership

Owner must apply  
Partners must apply  
Officers and 25% or more shareholders must apply  
Members owning 25% or more must apply (managing member)  
General Partner Must Apply

### APPLICANT INFORMATION *(Separate form for each applicant)*

**Applicant’s Full Name:** ____________________________________________  
**First (No abbreviations):** ____________________________  
**Middle:** ____________________________  
**Last:** ____________________________

**Date of Birth:** ________________  
**(last 4 digits):** ____________________________  
**Soc. Sec. #:** ____________________________  
**Email Address:** ____________________________

**Residential Address:**  
**Street Address:** ________________  
**City:** ________________  
**State:** ________________  
**Zip Code:** ________________

**Phone Numbers:**  
**Daytime:** ____________________________  
**Business:** ____________________________  
**Mobile:** ____________________________  
**Fax:** ____________________________

**Position in Company:** ____________________________________________  
**Site Manager Only** □

Commercial Permit Application 07/2022
CORPORATIONS / LLCs (Separate form for each applicant/A person must represent the corporation or other entity)

Corporate/LLC/Company Name
If Corporation, position/title
☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer ☐ % Stockholder

If 25% or more stockholder is another entity, name of entity:

The representative’s position in above entity:

If LLC, Form of Management:
☐ Member-Managed LLC ☐ Manager-Managed LLC

(LLC’s must also provide a copy of the Operating Agreement)

If a Limited Partnership, Limited Partnership Name:

General Partner Name:

Corporations, LLC and Limited Partnerships:
Registered Agent:

Registered Agent Mailing Address
Street Address/PO Box City State Zip Code

Registered Agent Location Address
Street Address City State Zip Code

It is a Crime to make a false statement to obtain an ABC permit.

I CERTIFY UNDER OATH OR AFFIRMATION THAT:

- The information on this application is correct to the best of my knowledge.
- I am not less than 21 years of age. (Except for a manager of a business selling only malt beverages and unfortified wine, or a manager of an establishment operated by a corporation holding off premise permits for malt beverage and unfortified wine, in which case I certify I am not less than 19 years of age.)
- I have not been convicted of a misdemeanor controlled substance offense or an alcoholic beverage offense within the past two years.
- I have not been convicted of a felony within the past three years, and if convicted of a felony before then, I have had my citizenship restored. (NOTE: Conviction is defined as, “A person who has been “convicted” and found guilty or has entered a plea of guilty or nolo contendere, and for which a judgment has been entered.”)
- I have not had an alcoholic beverage permit revoked within the past three years.
- I am a resident of the state of North Carolina. (Except for an officer, stockholder or interest holder of a corporate/LLC applicant not responsible for the day to day operation of the business, or an applicant that has executed a power of attorney in accordance with G.S. 18B-900(a)(2)(b).)
- I am an owner, lessee or manager/site manager of the premises to be covered by the ABC permit(s).
- I am not an officer, director or affiliate nor do I have any interest in, or receive from, or pay any profits or salary to any North Carolina retail malt beverage or wine business, except as authorized by North Carolina Law for a NC winery and NC brewery, as provided in Article 11 of Chapter 18B of the North Carolina General Statutes.

State of NC, County of ______________________________

___________________________________________
Signature of Applicant

___________________________________________
Sworn to and subscribed before me this the Day of Month Year

___________________________________________
My Commission Expires:

___________________________________________
Date of Expiration

___________________________________________
Signature of Notary
(or other person qualified by law to administer oaths)

(NOTE: MUST BE STAMPED OR SEALED BY NOTARY)

FORWARD THIS APPLICATION, FEE(S) AND REQUIRED DOCUMENTS TO:

If sending USPS, Express Mail, FedEx or UPS:
NC ABC COMMISSION
400 EAST TRYON ROAD
RALEIGH, NC 27610

As an alternative for US Postal Service (regular delivery):
NC ABC COMMISSION
4307 MAIL SERVICE CENTER
RALEIGH, NC 27699-4307

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