

Town of Westcliffe  
Liquor License Application Procedures at a Glance  
For New and Transfer Licenses

The application process for new liquor licenses can take 2-3 months. If you are transferring an existing liquor license you may be eligible for a temporary liquor license during the time your application is being processed.

**Steps in the Application Process:**

1. Obtain the appropriate Liquor License application forms from the Westcliffe Town Clerk's Office at Town Hall 305 Main Street. The Clerk will explain the application process and fees. If you are starting the application process from out of Town please call the Town Clerk's office at 719-783-2282 and we can explain how to download the necessary application forms from the State website.
2. Complete the Liquor License application. Using the document checklist in the application gather all the required additional documents.
3. You must register your business with the State of Colorado and obtain a Colorado State Sales tax number. Visit [www.revenue.state.co.us](http://www.revenue.state.co.us) or call 303-205-8211 for more information. There is a Department of Revenue Office in Pueblo where you can apply in person. Phone number: 719-542-3735. If your business entails food service you will also need to contact the Colorado Department of Public Health and Environment for inspection and approval. Phone: 719-846-2213 Ext. 27.
4. All owners/officers/principals/directors of the business must be fingerprinted as well as anyone with 10 percent or more ownership interest in the business. The onsite manager of the business must also be fingerprinted. You can be fingerprinted at the Custer County Sheriff's Office at 205 S. 6<sup>th</sup> Street. The fee is \$38.50 per person. Payment must be made with a **cashiers check or money order** made out to the Colorado Bureau of Investigation (personal checks or cash will not be accepted). Call the Custer County Sheriff's department at 719-783-2270 to make sure someone will be available to take your fingerprints.
5. Submit a completed liquor license application with all attachments, state fees and local fees to the Westcliffe Town Clerk. We suggest that you keep a copy of your application for your records.
6. The Town Clerk will schedule a hearing with the Town Board acting as the Local Liquor Licensing Authority and will notify you in writing of this date. Please note that per State Statutes the hearing will be scheduled no sooner than 30 days from the date that the application is submitted.
7. The Town Clerk reviews and processes the liquor application. The Town Clerk publishes a notice of public hearing, posts a notice of public hearing on the property proposed for the liquor license and provides the applicant with a preliminary report regarding the application at least 10 days prior to the scheduled public hearing.

8. At the public hearing the Local Liquor Licensing Authority considers the liquor license application and will approve, deny or continue consideration of the application. The applicant or the applicant's representative must attend the public hearing.
9. Upon approval of the application by the Local Liquor Licensing Authority, the Town Clerk will forward the application to the State Liquor Enforcement Division for final approval.
10. Upon approval by the State Licensing Authority, the Town Clerk will issue a Town of Westcliffe liquor license and provide the applicant with both the State and Town licenses. The applicant must post both licenses, along with a minor warning sign, in a visible location on the licensed premise.

**Are you applying for a transfer of an existing liquor license?** If so, the process is similar to that described above except that you can begin operation under a 120 day Town issued temporary liquor license while you are waiting for the State license as long as you have a completed liquor license application and all fees submitted to the Town Clerk. A temporary license may only be issued to an existing premise that has a valid current liquor license. To obtain a temporary liquor license fill out a temporary liquor license application and submit it along with a \$100 fee to the Town Clerk.

***It is the responsibility of the liquor license holder, its agents and employees to comply with the provisions of the Colorado Liquor and Beer code. To obtain a copy of the Liquor and Beer Code and other informational material regarding responsible liquor licensing visit [www.revenue.state.co](http://www.revenue.state.co) and click on Liquor Enforcement Information.***

*The information herein should be used as a general guide only. The Clerk's Office is more than happy to assist you with your application and answer any questions that may arise during the liquor license application process.*