

REQUEST TO CHANGE, ALTER OR MODIFY PREMISE

A licensee may make no physical change, alteration or modification of the licensed premise which materially or substantially alters the license premises or its usage from the plans and specifications submitted at the time of the original license was obtained unless *PRIOR* request is made on the appropriate form and request is approved by the Local and State Licensing Authority.

All documents must be typed or printed in black ink. Copies of documents except the applications will be accepted if signatures are original. All documents and fees must be filed in the City Clerk's Office **NO LATER THAN 45 DAYS PRIOR TO THE DATE OF THE LICENSING AUTHORITY MEETING** at which the application will be considered. The Licensing Authority meets on the third Thursday of each month. The application must be filed at the City Clerk's Office to be reviewed by the Assistant City Attorney and the Authority prior to the meeting.

- Submit DR 8442 – Permit Application & Report of Changes-(for Temporary MOP's fee is doubled)
 - ___ Application must be complete in all sections.
 - ___ All signatures must be original.
 - ___ \$300 check payable to "Colorado Department of Revenue".
 - ___ \$150 check payable to "City of Loveland".
- Attach:
 - ___ Copy of diagram/floor plan of premise as presently licensed.
 - ___ Two copies of diagram/floor plan on 8 1/2" x 11" paper of premise as proposed.

Diagrams/floor plans must:

- Include dimensions of each boundary
- Include Directional orientation
- Show the street closest to main entrance
- Show all staircases, windows, doors, walls, bars, type and height of barriers if patio, etc
- Highlight in red ink the areas where alcohol will be stored and served

___ Written permission from the landlord to use the proposed area or

OR

___ Encroachment permit from Public Works (962-2555) if the patio area is in the public right-of-way (on sidewalk or alley).

- Contact the following to determine if proposed modifications affect zoning, occupancy, fire or building code requirements:
 - ___ Planning Department (962-2525)
 - ___ Fire Prevention Inspector (962-2537)
 - ___ Building Department (962-2777)

If you need further information or assistance, please **contact the City Clerk's Office at 962-2324 or 962-2343.**