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## Quarterly Liquor Licensing Newsletter

Greetings City of Loveland Liquor Licensees!

In the best interests of our stakeholders, we would like to share important updates regarding the liquor licensing process every quarter. While ultimately you are your own best guide, the world of liquor licensing can be complex and ever changing—for the benefit of the community, we would like to send out communications to help keep the licensing process running smoothly in our City.

### This Quarter's News:

- Department of Revenue timelines are 4-8 weeks for renewals. Please plan accordingly—Earlier is better when filing your applications, although they *must* be filed with the local authority at least 45 days before expiration to avoid delays.
- Takeout and Delivery Permits: The DOR sent out a second notice to licensees—if you have been operating under the disaster declaration provisions, you will need to obtain a permit as soon as possible in order to continue offering this service under Colorado Revised Statutes 44-3-911.  
[Please see this bulletin for more information:](#)
- You may pay your State renewal fees online at the following link: <https://secure.colorado.gov/payment/liquor> - Online Payment means FASTER processing of applications.

### Occupational Tax Information

The City of Loveland's Occupational Tax has been combined with the local liquor license, meaning that your occupational tax must be paid in order to receive your renewed licenses. If your occupational tax bill is not paid *by the expiration date of your state*

*issued liquor license*, you will be subject to late fees. Please ensure that your mailing address

is up to date with our offices in order to receive your OCC bill for the year.

### Upcoming Licensing Hearing Deadlines and Dates

If you wish to make any modifications to your licensed premises, change locations, or are considering a transfer of ownership, you must submit these applications on or before the filing deadline for each

Filing Date	Hearing Date
December 6, 2022	January 19, 2023
January 3, 2023	February 16, 2023
January 31, 2023	March 16, 2023
March 2, 2023	April 20, 2023

hearing as it is listed here:

### City Occupational Tax Rates:

**Hotel & Restaurant License: \$550**

**Beer & Wine License: \$300**

**Optional Premises License: \$550**

**Lodging & Entertainment License: \$670**

**Tavern License: \$670**

**Retail Liquor Store License: \$670**

Frequently asked questions:

**Q:** If I am putting in a new bar with additional seating, do I need to file an application?

**A: Yes, except in rare cases.** If you are changing the flow of alcohol in your establishment or increasing the number of patrons you can seat, you will need prior approval before you commit to your modification.

**Q:** I sent my application in a month ago—why haven't I received my licenses in the mail?

**A:** Due to a backlog of applications, the Department of Revenue can take extra processing time. Depending on when you sent your renewal application to the Clerk's Office, we may not have completed the review process, which takes 15-30 days—on average, you may not receive a renewal until 60-90 days after your submittal. This backlog was created due to difficulties related to COVID-19.

**If your expiration date has passed , you have sent in your application on time, but still don't have your licenses, contact our office—we can provide you with a letter of good standing to present to any vendors or distributors so you may continue operating while your renewal is in process.**

**Q:** I need to submit my renewal application, but the deadline on the renewal notice said I need to submit it by XX date, and now it's passed.... Is my application late?!

**A:** While it is not late, **your appearance at a Local Licensing Authority Hearing may be required** in order to explain why your application was not filed with adequate processing time. Due to the difficulties presented during the COVID-19 Pandemic, our offices were lenient with filing deadlines; however, this has added to the DOR's backlog, and we have found that renewal applications are delayed significantly if not filed 45 days in advance. By next year, we will be requesting that renewal applications are submitted according to statutory filing deadlines.

**Q:** Can you take credit card payments online?

**A:** While we do not yet have a platform, we can accept online payments with a signed letter authorizing us to charge your card via email.

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## Helpful Links:

[DOR forms & applications](#)

[DOR bulletins & news](#)

[Communal Dining Areas](#)

[State Liquor Code & Liquor Rules](#)

[City of Loveland Liquor Licensing](#)

[TIPS Training at Loveland Police Department](#) (Next

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