

REQUEST FOR PERMANENT PREMISE APPROVAL INSTRUCTIONS

WHICH FORM DO I NEED TO COMPLETE?

Complete and submit the form (ABC-806) if you:

- are applying for a new liquor license.
- currently possess a liquor license and are applying for a **permanent change** to your existing licensed premise.
- currently possess a liquor license and are changing your location. You must also complete and submit the *ABC LIQUOR LICENSE/PERMIT BUSINESS NAME AND/OR ADDRESS CHANGE FORM (ABC-22)* and submit a copy of your lease or deed.

Complete and submit the *REQUEST FOR TEMPORARY EXTENSION OF PREMISE (ABC-816)* if you:

- currently possess a liquor license and are applying for a **temporary extension** of your licensed premise.

All forms may be found on our website at: <https://ksrevenue.gov/abcforms.html>

INSTRUCTIONS TO COMPLETE THE REQUEST FOR PERMANENT PREMISE APPROVAL (ABC-806):

1. Check the applicable type of permanent premise approval you are requesting.
2. LICENSEE INFORMATION. Enter the licensee information requested.
3. Answer the questions. Note: A Retailer, Farm Winery, Microbrewery or Microdistillery must be at least 200 feet from a school, college or church.
4. DIAGRAM. Check the appropriate box, then draw a complete diagram of the premises for which you are seeking license approval **or** attach your drawing to the ABC-806 form, provided it is no larger than 8½ X 11.
 - a. The diagram must include **all** entrances, exits and interior doors, walls, coolers, bars, liquor storage space, kitchen, counters, sales areas, office, restrooms, etc.
 - b. The diagram must show approximate dimensions of the premise for which you are seeking approval.
 - c. If you are seeking a permanent change to the premise, indicate the currently approved premise **and** the area you wish to change.
5. ZONING. Check the appropriate license type, then take the form to the city/county clerk to complete the zoning certificate section to the form.
6. Read the statements and check the boxes that you understand, then sign and date the form.
7. Submit your completed request with the required documents, if any, to the ABC by mail, fax or email to KDOR_ABC.Licensing@ks.gov **at least 10 calendar days prior to the permanent or location change.**

CONTACT INFORMATION:

If you have questions or need assistance, please contact the ABC Licensing Unit by:

- **Phone: 785-296-7015; or,**
- **Email: KDOR_ABC.Licensing@ks.gov**

ALCOHOLIC BEVERAGE CONTROL
 109 SW 9th STREET
 P.O. Box 3506
 TOPEKA KS 66601-3506



DEPARTMENT OF REVENUE
 PHONE: 785-296-7015
 FAX: 785-296-7185
www.ksrevenue.gov/abc.html

REQUEST FOR PERMANENT PREMISE APPROVAL

- Check one: New License Application
 Permanent Change to Premise
 Location Change – Required ABC-22 and a copy of your lease or deed are attached.

Licensee Information

Business DBA Name		License Number (New License Applicant – enter your FEIN)	
Business Location Street Address		City	County
		Zip Code	
Contact Phone Person		Phone Number	Email Address
I am applying for or have a Retailer, Farm Winery, Microbrewery or Microdistillery license.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, is the premise at least 200 feet from a school, college or church?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Diagram:

Check the appropriate box then draw a complete diagram of the premises for which you are seeking approval **or** attach your drawing. The diagram must include all entrances, exits and interior doors, walls, coolers, bars, liquor storage space, kitchen, counters, sales areas, office, restrooms, etc. **Architectural drawings will not be accepted.** Return the completed form to the address above.

- Check one: Diagram drawn below 8½" X 11" drawing attached

