



## Beer & Alcohol License Guide

Ogden City Customer Service Center  
 2549 Washington Blvd. Suite 240  
 Ogden, UT 84401 Phone: 801-629-8962

**Note:** Ogden City alcohol licenses and the State of Utah alcohol licenses have different category types. Ogden City licenses must be approved prior to the State's license approval. Application to the State must be complete & submitted by the 10<sup>th</sup> day of the month in order to make the State's agenda meeting. The State's requirements may vary on the type of license granted.

Ogden City Requirements	State of Utah Requirements
<input checked="" type="checkbox"/> Complete Alcohol Application.	<input checked="" type="checkbox"/> Complete Alcohol Application.
<input checked="" type="checkbox"/> Fees are due at time of applications.	<input checked="" type="checkbox"/> Fees are due at time of applications.
<input checked="" type="checkbox"/> Ownership entity organizational papers for business. (Names and Addresses) <b>a. Corporation;</b> provide a copy of articles of incorporation. <b>b. Partnership;</b> provide a copy of written agreement. <b>LLC;</b> provide copy of articles of organization.	<input checked="" type="checkbox"/> Ownership entity organizational papers for business. (Names and Addresses) <b>c. Corporation;</b> provide a copy of articles of incorporation. <b>d. Partnership;</b> provide a copy of written agreement. <b>LLC;</b> provide copy of articles of organization.
<input checked="" type="checkbox"/> <b>Provide original criminal background check. (BCI or FBI) <i>ON PREMISE</i></b> <input checked="" type="checkbox"/> <b>Provide original criminal background check. (BCI, FBI, or National background check from on-line source) <i>OFF PREMISE</i></b> <input checked="" type="checkbox"/> <b>Background checks are required all owners, partners, principal officers, directors and managers.</b>	<input checked="" type="checkbox"/> Criminal background check, fingerprints and consent form.
<input checked="" type="checkbox"/> Applicant must provide a photo ID for everyone who requires a background check.	<input checked="" type="checkbox"/> Evidence of proximity to schools, churches, libraries, playgrounds and or parks
<input checked="" type="checkbox"/> Note on application evidence of proximity to schools, churches, libraries, playgrounds and or parks.	<input checked="" type="checkbox"/> Local Consent. (City will provide)
<input checked="" type="checkbox"/> Provide scaled floor plan (8 ½" x 11") highlighting areas for storage, sale and consumption of alcoholic beverages.	<input checked="" type="checkbox"/> Copy of Business License. (City will provide)
<input checked="" type="checkbox"/> Tips, S.M.A.R.T. or other Alcohol Server and Education Seminar training cards.	<input checked="" type="checkbox"/> Provide cash or corporate surety bond for type of alcohol license
<input checked="" type="checkbox"/> Business license reviewed and Local Consent plus copy of license is faxed to UDABC.	<input checked="" type="checkbox"/> Provide Certificate of insurance for public liability & liquor liability coverage (dram shop)
<input checked="" type="checkbox"/> Review and written approval from all City departments & Health department is required.	<input checked="" type="checkbox"/> Provide scaled floor plan (8 ½" x 11") highlighting areas for storage, sale and consumption of alcoholic beverages.
<input checked="" type="checkbox"/> Business License issued after approval from UDABC	<input checked="" type="checkbox"/> Provide food menu and posted alcohol price list.

Utah Department of Alcohol Beverage Control  
 1625 S. 900 W., Salt Lake City, UT 84101  
 Phone: (801) 977-6800 (UDABC)

Bureau of Criminal Identification of Utah  
 3888 W. 5400 S., Salt Lake City, UT 84118  
 Phone: (801)965-4445 (BCI)