

CITIZEN'S GUIDE TO

# LIQUOR LICENSE PROCESS



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### **Where do I apply for a liquor license?**

The liquor license application process begins at the Arizona Department of Liquor Licenses & Control located at 800 W. Washington, 5th floor in Phoenix. The phone # is (602) 542-5141 and their web site address is <http://www.azll.com/>.

### **What fees are involved with applying for a liquor license?**

There is a \$100 application fee at the State, and a \$24 cost for each fingerprint card. In addition to filling out a State application, you must also fill out a City of Scottsdale application. The application fee for the Transaction Privilege (Sales) and Use Tax license is \$12 and an annual license fee of \$50, which is prorated the first year according to your start date of doing business in Scottsdale. The application fee for the City of Scottsdale Liquor License is \$500 and the annual liquor license fees vary according to the series number plus a \$100 issuance fee; these annual amounts will be billed upon approval of your liquor license application. If you have any questions regarding license requirements, please contact the city of Scottsdale Tax & License Registration office at (480) 312-2400 or visit one of two city locations: 7447 E. Indian School Rd., Suite 110 or 9379 E. San Salvador, Suite 100.

### **What if I want to buy a series 6 (bar) liquor license?**

A series 6 license is privately owned therefore you must buy it directly from another person. The same applies for a series 7 (beer and wine bar) license, and a series 9 (liquor store) license.

### **How do I find out who is selling these types of licenses?**

You may either contact the State of Arizona Liquor Licenses and Control at (602) 542-5141 or check the “business opportunities” section of the local newspaper want ads.



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## What are the different types of liquor licenses available in Arizona?

- Series 01 In-State Producer  
<http://www.azll.com/lic01.htm>
  - Series 02 Out-of-State Producer  
<http://www.azll.com/lic02.htm>
  - Series 03 Domestic Microbrewery  
<http://www.azll.com/lic03.htm>
  - Series 04 Wholesaler  
<http://www.azll.com/lic04.htm>
  - Series 05 Government  
<http://www.azll.com/lic05.htm>
  - Series 06 Bar  
(All spirituous liquor)  
<http://www.azll.com/lic06.htm>
  - Series 07 Beer and Wine Bar  
(Beer and wine only)  
<http://www.azll.com/lic07.htm>
  - Series 08 Conveyance  
(Airplanes, Trains, Boats)  
<http://www.azll.com/lic08.htm>
  - Series 09 Liquor Store  
(All spirituous liquor)  
<http://www.azll.com/lic09.htm>
  - Series 10 Beer and Wine Store  
(Beer and wine only)  
<http://www.azll.com/lic10.htm>
  - Series 11 Hotel-Motel  
(with restaurant)  
<http://www.azll.com/lic11.htm>
  - Series 12 Restaurant  
<http://www.azll.com/lic12.htm>
  - Series 13 Domestic Farm Winery  
<http://www.azll.com/lic13.htm>
  - Series 14 Club (Private)  
<http://www.azll.com/lic14.htm>
  - Series 15 Special Event  
(Temporary license)  
<http://www.azll.com/lic15.htm>
  - Series 16 Wine Festival/Wine Fair  
<http://www.azll.com/lic16.htm>
  - Series 17 Direct Shipment License  
<http://www.azll.com/lic17.htm>
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**After the application has been filled out at the State, how long does it take to process a license?**

Approximately 65-105 days.

**Who issues liquor licenses?**

The City will receive a copy of your application from the State. After the City receives your application, Planning and Development Services staff will review it for zoning requirements and adequate on site parking. The Police Department will review it as well for the following:

- Petitions and testimony from persons in favor of or opposed to the issuance of a license who reside in, own or lease property in close proximity.
  - The number and series of licenses in close proximity.
  - Evidence that all necessary licenses and permits have been obtained from the state and all other governing bodies.
  - The residential and commercial population of the community and its likelihood of increasing, decreasing or remaining static.
  - Residential and commercial population density in close proximity.
  - Evidence concerning the nature of the proposed business, its potential market, and its likely customers.
  - Effect on vehicular traffic in close proximity.
  - The compatibility of the proposed business with other activity in close proximity.
  - The effect or impact of the proposed premises on businesses or the residential neighborhood whose activities might be affected by granting the license.
  - The history for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant has received a detailed report(s) of such activity at least 20 days before the hearing by the Board.
  - Comparison of the hours of operation of the proposed premises to the existing businesses in close proximity.
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### **Is there additional zoning regulations related to bars/nightclubs?**

The City Council adopted an ordinance in December 2003, requiring a conditional use permit for new bars/nightclubs (or an expansion of an existing bar/nightclub) if any of the following conditions are met:

- The bar service area is more than 15% of the gross floor area.
- The kitchen is less than 15% of the gross floor area.
- Age verification is requested for admittance.
- A cover charge is requested for admittance (except for special events approved through the city's special event process).
- Less than 40% of gross revenues are generated from the sale of prepared food.
- The business remains open and liquor sales continue, but the kitchen closes before 9 p.m.

Applicants may contact the city's Current Planning office at 480-312-7000 to schedule a pre-application meeting to initiate the process for a conditional use permit. Applicants are required to process their conditional use permit request in conjunction (or simultaneous to) their liquor license.

### **What's Next?**

If needed, your conditional use permit request and liquor license will be processed concurrently (at times we do separate them). The City Council will either approve or deny the conditional use permit request and recommend either approval, denial or no comment on the liquor license request. The City has 60 days to process your application from the time you applied at the State.

### **What if my application is recommended for approval?**

The City will send a letter to the State recommending approval and you should receive your liquor license from the State after at least 15 days.

### **What if my application is recommended for denial?**

The City will send a letter to the State recommending denial. You will then have a State hearing at which time they will make the final decision on liquor license issuance.

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**What if I want to do a permanent addition to my establishment or add an outdoor patio?**

You will need to fill out an application for extension of premises. You can obtain the form on line at <http://www.azll.com/> or by calling the State at 602-542-5141. The application must be notarized and should include a site plan and be returned to 7447 E. Indian School Rd. suite 100. The Scottsdale Police Department and the Fire Department will review your application. As part of your extension of premises application, you are required to provide parking calculations to demonstrate adequate on site parking. For any outdoor patio areas, a graphic is required which demonstrates the location and type of barrier, square footage of patio area, and dimensions of walkways remaining for continued pedestrian access. Staff approvals are necessary for any new fencing. Permits may be required depending upon fence height.

**What if I want to do a temporary extension of premises?**

You will need to fill out an application for extension of premises. You can obtain the form on line at <http://www.azll.com/> or by calling the State at 602-542-5141. The application must be notarized and should include a site plan and be returned to Development Services who is located at 7447 E. Indian School Rd. Suite 100. Allow at least 21 days for Police Department review. You may also be required to obtain a Special Event Permit. To determine if you need such a permit, please call (480) 312-2500. Once your extension of premises is approved by the City, you will need to take your approved application to the State and they will issue your liquor license.

**Is there a charge for an extension of premises permit?**

No, there is no charge either from the City or State.

**What city office can I call if I have additional questions related to the liquor license process?**

If you have any additional questions related to the liquor license process call Planning & Development Services at 480-312-7000.

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**Where can I obtain the application forms identified in this process overview?**

Forms are available at the Arizona Department of Liquor Licenses & Control located at 800 W. Washington, 5th floor in Phoenix. The phone # is (602) 542-5141 and their web site address is <http://www.azll.com/>

**Are there limitations to having multiple liquor licenses in close proximity?**

Currently there are no limitations other than the determination/final decision that results from the City Council public hearing process related to conditional use permits for bars/nightclubs. The City Council role in the liquor license process is as a recommending body to the State Liquor Board. The board determines whether or not a liquor license is approved.

**Is liquor license information available on the city's web site?**

Information about pending and approved liquor license is available on line at:  
[http://eservices.scottsdaleaz.gov/planning/fact\\_sheets.asp?casetype=LL](http://eservices.scottsdaleaz.gov/planning/fact_sheets.asp?casetype=LL)



### **Current Planning Services**

(480) 312-7000

Coordinates review of all development requests

### **Plan Review**

(480) 312-7080

Review of final plans for construction projects

### **Inspection and Land Survey Services**

(480) 312-5750

Field inspections and community compliance with building codes

### **Permit Services**

(480) 312-2500

Permits and plan submittal

### **Records**

(480) 312-2356

Current and historical development information

### **Citizen & Neighborhood Resources**

(480) 312-2311

Don't know who to call? Call (480) 312-7800.

[www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

