

**Scottsdale Liquor License Process**

Considering opening a bar/nightclub or restaurant that will serve/sell liquor

**Bar/nightclub criteria:**

- Bar service area more than 15% of the gross floor area
- Kitchen is less than 15% of the gross floor area
- Age verification is requested for admittance
- A cover charge is required for admittance (except for special events approved through 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.

Determine whether your establishment is a bar/nightclub or a restaurant based on City established criteria:

**Restaurant requirements**

|                             |                                  |
|-----------------------------|----------------------------------|
| Series 03 – Microbrewery    | Series 12 – Restaurant           |
| Series 06 – Bar             | Series 13 – Domestic Farm Winery |
| Series 07 – Beer & Wine Bar | Series 14 – Club (Private)       |

**If you checked any one of the above, you are considered a bar and may be required to obtain a conditional use permit. Scottsdale conditional use permit requirements may apply to any of the State Liquor series # listed to the left.**

Contact the City of Scottsdale immediately to determine applicability of the regulations and the most efficient process to meet the regulations. You may contact at (480) 312-7000 to schedule an appointment. Your appointment will take place at the city's Planning, Neighborhood & Transportation Office, located on the first floor of One Civic Center, 7447 E. Indian School Road, Suite 105. You can call (480) 312-7000 for directions.

**All liquor license applications in Scottsdale are required to complete Scottsdale's Liquor License Questionnaire** and either fax to (480) 312-7673, Attention Teri Gleason or deliver to the first floor of One Civic Center at 7447 E. Indian School Road, Suite 105. Normal business hours are 8 a.m. to 5 p.m.

**Make application for City license with Tax & License** located on the 1st floor of One Civic Center at 7447 E. Indian School Rd, Ste.110 or 9379 E. San Salvador, Ste.100. Application online or call (480) 312-2400.