

***NOTICE TO BUSINESS APPLICANTS**

APPLYING FOR A BUSINESS LICENSE SUCH AS BEER AND WINE, MIXED BEVERAGE, RETAIL BEER, RETAIL WINE, RETAIL LIQUOR STORE, WINE & SPIRITS WHOLESALER, CATERER, BEER DISTRIBUTOR, BREWER, DISTILLER, SMALL FARM WINERY, ETC.

YOU MUST SUBMIT ALL REQUIRED SUPPORTING DOCUMENTS WHEN FILING YOUR APPLICATION ONLINE. IF YOU DO NOT SUBMIT ALL REQUIRED DOCUMENTS, THIS WILL DELAY PROCESSING AND LICENSE ISSUANCE. THE TIMEFRAME FOR APPROVAL OF A BUSINESS LICENSE IS UP TO 60 DAYS FROM THE DATE OF FILING ONLINE.

STEPS AFTER FILING YOUR APPLICATION ONLINE:

- 1. APPLICATIONS ARE REVIEWED FOR ANY DOCUMENTS MISSING OR REQUIRING CORRECTION. AN EMAIL WILL BE SENT TO THE CONTACT EMAIL REQUESTING MISSING DOCUMENTS OR LETTING YOU KNOW ALL DOCUMENTS HAVE BEEN RECEIVED.**
- 2. AN ABLE AGENT FROM ENFORCEMENT WILL CONTACT YOU, VIA PHONE OR EMAIL TO SCHEDULE AN ONSITE INSPECTION.**
- 3. ONCE THE INSPECTION IS COMPLETE, A REPORT IS SUBMITTED TO ABLE FOR REVIEW.**
- 4. APPROVAL AND SIGNOFFS ARE COMPLETED BY ALL DIVISIONS.**
- 5. THE LICENSE IS ISSUED VIA EMAIL.**

***ALL LICENSES WILL BE ISSUED VIA EMAIL. PLEASE PROVIDE A GOOD EMAIL ADDRESS. PLEASE CHECK YOUR EMAIL FREQUENTLY FOR UPDATES. ALSO CHECK YOUR SPAM FOLDER AND JUNK FOLDER FOR THE LICENSE ISSUED VIA EMAIL.**