

How to submit a Change Request for Common Areas online

The licensee needs to complete the request for common areas forms located in the [Required Forms List](#) icon. After completing the forms, login to your online account, click the [Home](#) tab then click the [View My Records](#) icon, scroll down to see your ABE license number, to the right click the [Amendment/Change Request button](#), next scroll down to [Change Requests](#) then from the drop down select [Request for Common Areas](#) then Continue to submit the information. See the Sample screenshot below:

The screenshot shows the Oklahoma ABE Commission website interface. At the top, there is a navigation bar with a dropdown menu labeled 'ABLE'. Below this, a user profile section displays the date '12/19/2023', the license number 'MXBA-23-000004', the license type 'Mixed Beverage License Application', the business name 'Cheers Bar', and the status 'In Review'. A button labeled 'Amendment/Change Request' is visible. Below the navigation bar, a welcome message reads 'Welcome to the Oklahoma ABE Commission!'. Underneath, there is a section titled 'Select an Amendment Type' with a sub-instruction: 'Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.' A dropdown menu is open, showing a list of amendment types. The 'Change Requests' option is highlighted with a blue border. The list includes: 'Change of Licensee Name', 'Change of Location', 'Change of Managers', 'Change of Members', 'Change of Officers & Directors', 'Change of Stockholders', 'Request for Alteration', and 'Request for Common Areas', which is selected with a blue radio button.

ABLE

12/19/2023 MXBA-23-000004 Mixed Beverage License Application Cheers Bar In Review Amendment/Change Request

Welcome to the Oklahoma ABE Commission!

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Change Requests

- Change of Licensee Name
- Change of Location
- Change of Managers
- Change of Members
- Change of Officers & Directors
- Change of Stockholders
- Request for Alteration
- Request for Common Areas



ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

50 NE 23rd Street
Oklahoma City, OK 73105
(405) 521-3484

REQUEST FOR COMMON AREAS

Please submit this change request and required documents online.

<https://aca-prod.accela.com/ABLE/Default.aspx>

COMMON AREAS REQUIRED ITEMS (NO FEE)

- Complete Pages 1, 2, 3, & 4.
- A new lease or deed **only** if common area includes a new address.
- A Certificate of Compliance from the city or county where the business is located stating all building codes for zoning, fire, safety, and health are in compliance **if required**.

1. ABLE License Number			
2. DBA Name of Location			
3. Location Address			
City	County	State	Zip
4. Mailing Address			
City	County	State	Zip
5. Business Phone Number	6. Alternate Phone Number	7. E-mail Address	

OWNER INFORMATION

8. Type of Owner	
<input type="checkbox"/> Individual	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Tribe
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Tribal Corporation/Entity
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Other _____
<input type="checkbox"/> Corporation	
9a. Name of Individual/Sole Proprietor (if owned by an individual)	9b. Social Security Number
10a. Name of Business Entity (if Partnership, Corp., LLC or Tribe)	10b. Federal Employer Identification Number

11. Application Contact Person
Application Contact Address
Application Contact Phone Number
Application E-Mail Address for Correspondence

I, _____, being duly sworn upon oath deposes and says: That he/she is the applicant who makes the above and foregoing application, that he/she has read and signed the same; knows the contents thereof and that all statements therein contained are true. Applicant(s) certifies that the statements and representations made herein are true and correct and consents that if any statements and representations herein are found to be false or omitted, that the Director may refuse to issue said license or may cause such license to be revoked forthwith at any time. He/She further agrees that he/she has filed all appropriate property with the County Assessor and that all ad valorem taxes assessed on his/her property, both real and personal, and wherever situated in the state of Oklahoma, have been paid.

Signature of Applicant(s)

SIGNATURES REQUIRED FOR COMMON AREAS

Landlord/Property Owner and Other ABLE Licensees sign below:

I, _____, being duly sworn upon oath deposes and says that I am **the owner of the property and allow this property to be shared as common areas** for this request. That he/she has read and signed the same; knows the contents thereof and that all statements therein contained are true. Further certifies that the statements and representations made herein are true and correct and consent that if any statements and representations herein are found to be false or omitted, that the Director may refuse to grant this request or may cause such license to be revoked forthwith at any time.

Signature of Landlord/Property Owner

I, _____, being duly sworn upon oath deposes and says that I am **a current ABLE Licensee who leases from the same landlord and shares the common area property** for this request. That he/she has read and signed the same; knows the contents thereof and that all statements therein contained are true. Further certifies that the statements and representations made herein are true and correct and consent that if any statements and representations herein are found to be false or omitted, that the Director may refuse to grant this request or may cause such license to be revoked forthwith at any time.

Signature of Licensee

I, _____, being duly sworn upon oath deposes and says that I am **a current ABLE Licensee who leases from the same landlord and shares the common area property** for this request. That he/she has read and signed the same; knows the contents thereof and that all statements therein contained are true. Further certifies that the statements and representations made herein are true and correct and consent that if any statements and representations herein are found to be false or omitted, that the Director may refuse to grant this request or may cause such license to be revoked forthwith at any time.

Signature of Licensee

I, _____, being duly sworn upon oath deposes and says that I am **a current ABLE Licensee who leases from the same landlord and shares the common area property** for this request. That he/she has read and signed the same; knows the contents thereof and that all statements therein contained are true. Further certifies that the statements and representations made herein are true and correct and consent that if any statements and representations herein are found to be false or omitted, that the Director may refuse to grant this request or may cause such license to be revoked forthwith at any time.

Signature of Licensee

LOCATION DIAGRAM

Draw a diagram of the licensed premises on this page. The diagram should include the following: outside dimensions, rooms, doorways, bars and liquor storage areas. DO NOT SUBMIT. Keep the drawn diagram and have it ready to present to the Agent who contacts you regarding your Location Change.