



Utah Department of Alcoholic Beverage Services

Off-Premises Beer Retail License Application Documents Checklist

Highlighted items are not initially required to be considered for a conditional off-premises license. However, they are needed to receive a valid license, which is necessary in order to legally store and sell alcohol.

1. Local Jurisdiction Consent Form

2. Signed Lease Agreement or Premises Ownership Documents

3. Building Floor Plan

- 8.5" x 11" of premise **highlighting** areas for storage and sale of alcohol.

4. Organization Chart

- For complex corporate structures, attach an organizational chart showing the ownership interest of all parent companies. If publicly traded, provide official documentation indicating that no person owns more than 20%.

5. Owner(s) Proof of Residency Status

- If any of the Owners listed in this application are not U.S. Citizens and reside in the U.S., you must attach proof of residency status. If more than one owner is not a U.S. Citizen, attach additional attachments by clicking on "Add Attachment".

6. Local Jurisdiction Business License Document(s)

7. Owner Authorization Form

- Signed [Authorized Agent Form](#)

8. Current Entity Status

- Find your entity status by visiting <https://secure.utah.gov/bes/index.html> then search for your business name and click on "Details" of your entity.
- Right-click anywhere on the page and click on print OR Ctrl + P from your keyboard.
- In the popup window, select "Save as PDF" to save the details of your entity on your desktop as a PDF.
- Attach saved document to your application when prompted.

9. Exemption Certificate ([Form TC-721](#))

10. Entity Documents

- Articles of Organization filed with the Utah Department of Commerce
- Articles of Incorporation filed with the Utah Department of Commerce
- Sole Proprietorship Document(s) filed with the Utah Department of Commerce
- Partnership Agreement Document

Also required:

- **Off-Premise Manager Training.**

Every manager must complete the DABS Manager Training Program within 30 days of the date that the manager was hired, or within 30 days of the date on which the alcohol license applicant obtains a state license, whichever date comes later. A manager includes owners and employees that act in a supervisory or managerial capacity over the furnishing or sale of an alcoholic product.

- **The E.A.S.Y. or Off-Premise training.**

The E.A.S.Y. Law requires mandatory training for every store employee that sells beer. Training is required prior to beginning work and at least every three years thereafter.