



# Utah Department of Alcoholic Beverage Services

## Package Agency License Application Documents Checklist

Items highlighted in yellow are not mandatory at the time of application; however, they must be submitted promptly following the application approval by the ABS Commission, and prior to the signing of any package agency contract agreement.

- 1. Local Jurisdiction Consent Form
- 2. Informed Consents and Background Checks for Owners and Managers\*
- 3. Signed Surety Bond(s)
  - in the penal amount of at least \$1,000; and
  - Consignment Bond in the amount of the consignment inventory (when applicable)
    1. Package Agency Entity listed as Principal and "Business Name" listed as DBA
    2. Utah Department of Alcoholic Beverage Services listed as holder of the bond
- 4. ACORD Certificate of Insurance
  - Minimum general liability coverage of \$1,000,000 per occurrence / \$2,000,000 in the aggregate
    1. Address of premises must appear on the certificate of insurance
    2. Department of Alcoholic Beverage Services listed as the certificate holder
    3. Package Agency Entity listed as Principal
    4. Business Name listed as DBA
- 5. Signed Lease Agreement or Premises Ownership Documents
  - Signed Lease or Other Proof of the Legal Right of Use
  - Property Tax Statement if premises is owned
- 6. Local Jurisdiction Business License Document(s)
- 7. Building Floor Plan
  - 8.5" x 11" of premise highlighting areas for storage, sale, and consumption of alcohol
- 8. Responsible Alcohol Service Plan (RASP)
- 9. Owner(s) Proof of Residency Status
  - If any of the Owners listed in this application are non-U.S. citizens who reside in the U.S., you must provide proof of residency status. If more than one owner is not a U.S. citizen, attach additional attachments by clicking on "Add Attachment"
- 10. Owner Authorization Form
- 11. Current Entity Status
  - Filed with the Utah Department of Commerce
- 12. Exemption Certificate (Form TC-721)

### 13. 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

### 14. 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%.

### 15. Business Plan

- A document outlining your roadmap for growth, including business goals, strategies, financial projections, target market, competition, and marketing and sales strategies.

\*(32B-1-304) Corporate officers and directors, anyone owning at least 20% of an entity, and all employees appointed to manage or direct operations of the business must submit fingerprints for a background check. All individuals MUST be at least 21 years or older. The DABS requires the original signed Informed Consent document(s) prior to the application being added to a commission agenda.