



To:	All Contract Liquor Store Managers
From:	John Redal, Retail Operations
Date:	January 25, 2012
Subject:	Retail Licensees Required for CLS Private Business per I-1183

Contract Store Managers,

With the passing of I-1183, many changes have occurred that will impact your business after June 1, 2012. It is the goal of the Liquor Control Board (LCB) to provide information and routine updates, as possible, to you to assist with this transition.

Should you decide to remain in business after May 31 2012, one of the most important steps you must take is to ensure you have the proper licenses to do so. The LCB recommends that you start and complete the licensing process as soon as possible, to avoid any delay in obtaining all permits/licenses, which are now required to sell spirits beginning June 1, 2012.

Attached to this email are documents designed to help walk you through the licensing process. They are:

License Registration and Application Facts document-

Contains specific information you need to know for all four major registrations/applications.

1. Alcohol Dealer Registration Form (Federal form- no fee required)
2. Federal Wholesaler Basic Permit (Federal form-no fee required)
3. Business License Application (\$15.00 processing fee required)
4. LCB Addendum (No fee required)

Everyone that requests to sell Liquor in WA State will be required to complete and submit all four registrations/applications. *The exception would be if you are planning to only sell beer and wine (no spirits).*

Licensing Process for Contract Liquor Manager-

A color coded flow chart to assist you in determining what licenses or endorsements you may need. There are additional licenses/endorsements listed on our website at:

<http://www.liq.wa.gov/licensing/apply-liquor-license>.

The licenses/endorsements listed on this flow chart represent the most commonly requested requirements for Contract Liquor Store Business Models.

Happy Path Investigative Process for CLS Licensing Timeline:

This is a visual timeline chart that takes you through the licensing process. The document is based upon the assumption that all registrations/applications have been properly completed, and that all documents requested by Licensing Investigators were provided, on time, as outlined.

Federal Wholesalers Basic Permit Timeline:

This timeline demonstrates the importance to accurately complete this Federal form. Any errors within this form, could delay your ability to procure a Liquor License and your ability to sell liquor within your intended timeframe.

The LCB Licensing Division is here to assist you:

The Retail Division has worked closely with the Licensing Division to help you with a successful and smooth transition to the private sector through detailing this process.

It is highly recommended that you begin the licensing application process immediately, if you are planning to sell liquor under a private business model beginning June 1, 2012.

One important fact to remember: **If you decide to apply for all of the required licensing forms and permits, and then decide to withdraw your application at any time during the licensing process, all your license fees will be refunded, except for a \$75.00 processing fee per RCW 66.24.015.**

To Ensure a Smooth Licensing Approval Process-

Follow these tips.

1. When completing your Business License Application, identify yourself as a Contract Store Manager under “Trade Name” by placing your store number in parenthesis.
2. Once you have submitted your required forms, a Licensing Investigator will contact you to schedule an appointment for an interview. Be sure to identify yourself as a Contract Store Manager, by providing your store number.
3. If you have need of, or currently hold a Beer/Wine Specialty license, be aware there is a requirement in statute for a minimum \$3000.00 of beer and wine inventory on the premises. *Within your current contract, CLS managers have an exception to this requirement. This exemption will no longer be granted beginning June 1, 2012.*