

**RETAIL (ON-OFF SALE) MALT BEVERAGE -- NEW**

<b><u>PAPERWORK REQUIRED</u></b>	<ul style="list-style-type: none"> <li>✓ Uniform Alcoholic Beverage License Application</li> <li>✓ Uniform Alcoholic Beverage License Application instructions</li> <li>✓ Special Tax Registration and Return</li> <li>✓ Conditional Use Permit Information (if required)</li> </ul>
<b><u>EXPLANATION</u></b>	<p>An applicant wishing to sell retail malt beverage must obtain a Retail Malt Beverage License. This license can be used for selling any product that has a malt base, including malt-based wine coolers. Also, this license is an on/off sale license meaning that the malt beverage can be sold on-site or packaged to go.</p>
<b><u>FEE</u></b>	<p>The fee for the Retail Malt Beverage License is \$250.00. There would also be a \$10.00 publication fee as well as a \$35.00 fire inspection fee.</p> <p><b>The total amount due would be \$295.00</b> made payable to the City of Sioux Falls at the time of application.</p>
<b><u>HOURS</u></b>	<p>The holder of a Retail Malt Beverage License can sell and serve malt beverages from 7 a.m. to 2 a.m. every day, including Sunday, Memorial Day, and Christmas Day.</p>
<b><u>TERM</u></b>	<p>The Retail Malt Beverage License runs from July 1 through June 30 of any given year and is renewed in May of each year.</p>
<b><u>RESTRICTIONS</u></b>	<p>A Retail Malt Beverage License cannot be issued to the holder of a Retail Liquor License.</p>
<b><u>CHECKLIST/ CONDITIONAL USE PERMIT</u></b>	<p>The first step for the applicant will be to complete page 1 of the Alcohol License Application Checklist. This checklist is then routed to the City Zoning Office (605-367-8254) followed by the City Planning Office (605-367-8888). If it is determined that a Conditional Use Permit is required for the proposed location, this process must take place prior to license application.</p>

<p><b><u>LICENSE APPLICATION</u></b></p>	<p>The Uniform Alcoholic Beverage License Application must be completed using the Uniform Alcoholic Beverage License Application instructions for assistance in completing the application.</p> <p>Once the application is completed it can be signed in the presence of the City Finance Department for notarization purposes.</p>
<p><b><u>SCHEDULING</u></b></p>	<p>From the time of receipt of application until City Council action is taken is approximately four to six weeks.</p>
<p><b><u>MISCELLANEOUS INFORMATION</u></b></p>	<p>Inspections need to be made for all licenses by the Fire, Health, and Building Services Departments. If these inspections are not able to be completed prior to the City Council hearing, the license will be approved pending these final inspections and will be released to the applicant upon completion of the inspections.</p> <p>If the applicant owns the property the business is located on, the property taxes are required to be paid to-date. If the property is leased, this requirement is not necessary.</p>
<p><b><u>ASSISTANCE</u></b></p>	<p>If you need further information or assistance, please contact Lorie Hogstad, City Finance Office, at (605) 367-8082, e-mail at <a href="mailto:lhogstad@siouxfalls.org">lhogstad@siouxfalls.org</a> or address correspondence to Lorie Hogstad, City Finance Office, 224 West Ninth Street, PO Box 7402, Sioux Falls, SD 57117-7402.</p>