

TRANSFER – ALL LICENSE TYPES

<u>PAPERWORK REQUIRED</u>	<ul style="list-style-type: none"> ✓ Uniform Alcoholic Beverage License Application ✓ Uniform Alcoholic Beverage License Application instructions ✓ Special Tax Registration and Return ✓ Affidavit of Bulk Sale ✓ Conditional Use Permit Information (if required) ✓ Sunday Sales Application (if required)
<u>EXPLANATION</u>	A license transfer is needed when the ownership of any type of license is changed.
<u>FEE</u>	<p>The fee for a license transfer is \$150.00.</p> <p>There would also be a \$10.00 publication fee as well as a fire inspection fee (\$30.00 for retail licenses and \$20.00 for package licenses) if the license will be used in a new building or if remodeling will be done in the existing building. If Sunday Sales privileges are to be transferred, this would be a fee of \$20.00.</p> <p>The total amount due will be determined by the City Finance Office made payable to the City of Sioux Falls.</p>
<u>HOURS</u>	See the "Hours" section for the type of license being transferred for the operating hours.
<u>TERM</u>	See the "Term" section for the type of license being transferred for the license term.
<u>RESTRICTIONS</u>	<ul style="list-style-type: none"> ✓ See the "Restrictions" section for the type of license being transferred for restrictions. ✓ The current license holder must make their final sales tax payment before the license can be released to the new owner.
<u>CHECKLIST/ CONDITIONAL USE PERMIT</u>	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><u>LICENSE APPLICATION</u></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><u>SUNDAY SALES</u></p>	<p>If you are transferring a Retail Liquor License and wish to sell liquor on Sundays, a Sunday Sales application will need to be completed and signed.</p>
<p><u>RECEIPT OF LICENSE CARD</u></p>	<p>When an alcoholic beverage license is transferred, the current owner must furnish the transferee with the license card. This card must be received at the time of application.</p>
<p><u>AFFIDAVIT OF BULK SALE</u></p>	<p>When an alcoholic beverage license is transferred, the current owner must complete an Affidavit of Bulk Sale. This affidavit must be signed and notarized and submitted at the time of application.</p>
<p><u>SCHEDULING</u></p>	<p>From the time of receipt of application until City Council action is taken is approximately four to six weeks.</p>
<p><u>MISCELLANEOUS INFORMATION</u></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><u>ASSISTANCE</u></p>	<p>If you need further information or assistance, please contact Lorie Hogstad, City Finance Office, at (605) 367-8082, e-mail at lhogstad@siouxfalls.org or address correspondence to Lorie Hogstad, City Finance Office, 224 West Ninth Street, PO Box 7402, Sioux Falls, SD 57117-7402.</p>