



**Renewal Application City Retail Liquor License (pdf fillable)**

Must be a current City of Wahpeton Retail Liquor License holder, as required by Wahpeton City Ordinance Section 22, Article III and North Dakota Century Code Chapter 5-02.

Applicant						
Business Name (as it appears on current City License)						
Name of individual applicants, or legal name of corporation, partnership, LLC, etc. applying for license						
Name of person completing and signing form (Must be individual listed under ownership information or manager)						Your Title
Name of Manager (Must complete Personal Information Form if not on file)					Phone Number	
DBA or Doing Business As Name					Business Phone Number	
Business Address (Street Address)			City	Zip Code	County	
Mailing Address			City	State	Zip Code	
Email Address		Email Contact Person			Official Position of Email Contact Person	
<b>OWNERSHIP INFORMATION (required):</b> If applicant is a nonprofit corporation or cooperative association, the full governing board (officers and governing board of directors) must be provided. All other applicants must include information for all individual owners, officers, directors, and shareholders of a corporation. Owners, governors, and members of a limited liability company, and all partners of a partnership. 100% of ownership must be disclosed and any individual who owns 5% or more interest must complete a "Personal Information Form" if they have not already done so.						
TITLE	NAME	HOME ADDRESS	CITY	STATE	DAY PHONE	% OWNERSHIP
Have manager, owners, officers, directors, shareholders, governors, members, or individual partners been charged with or convicted of a felony or misdemeanor, or been released from parole or probation for a felony, within the past five years?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, attach or provide a full explanation						
Are manager, owners, officers, directors, shareholders, governors, members, or individual partners legal residents of the United States and people of good moral character?					Yes <input type="checkbox"/>	No <input type="checkbox"/>

Have you any agreement or understanding, or intend to have any agreement or understanding, to obtain this license for any other person, partnership or organization, or to obtain it for any other than the specific use of the applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If YES, attached or provide a full explanation</b>		
Do you lease, or intend to lease, the premises to any other person, partnership or organization for the sale of alcoholic beverages?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If YES, give details</b>		
Do you provide patrons entertainment with live performances or live audio/visual presentations? Entertainment includes trivia, musical performances live or recorded, comedians and or speakers. If YES, a Cabaret Class Two License is required and the event may be subject to additional policing requirements.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Statement of Understanding & Notarized Signature**

*I certify that my answers are true and complete to the best of my knowledge. Failure to comply with City Ordinances and or State Law may result in suspension or revocation of your liquor license.*

<b>Signature of Applicant:</b>	<b>Date:</b>
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**MUST BE SIGNED UNDER OATH BEFORE A NOTARY PUBLIC – NOTARY SECTION**

<b>State of</b>	<b>Notary Stamp</b>
<b>County of</b>	
<b>Subscribed and sworn before me on today's date:</b>	
<b>Signature of Notary Public</b>	
<b>Commission Expiration Date</b>	

**Checklist – Copies of the following items are required annually for a liquor license renewal**

<b>DOCUMENT</b>	<b>RENEWAL (X)</b>
Completed liquor license application and payment	<input type="checkbox"/>
Copy of current North Dakota State Liquor License	<input type="checkbox"/>
Copy of current certificate of liability insurance	<input type="checkbox"/>
Copy of Drawing of floor plan for establishment ( <b>only required if it has changed – use ND State Form No. 14985</b> )	<input type="checkbox"/>
Copy of North Dakota State Sales & Use Tax Permit ( <b>only required if it has changed</b> )	<input type="checkbox"/>
Class C-1 & C-2 Licenses Renewals: CPA statement certifying % of sales food to alcohol	<input type="checkbox"/>

**License Fee – Must be included with application and attached checklist items**

<b>CLASS</b>	<b>DESCRIPTION (renewal must match currently issued license)</b>	<b>RENEWAL (X)</b>	<b>FEE</b>
Class A	On & Off Sale	<input type="checkbox"/>	\$3,100.00
Class B	Off Sale	<input type="checkbox"/>	\$2,332.00
Class C-1	150 Seat Restaurant All Liquor on Sale	<input type="checkbox"/>	\$2,377.00
Class C-2	25-50 Seat Restaurant Beer/Wine/Cordial On Sale	<input type="checkbox"/>	\$709.00
Class C-3	50 Room Hotel/Motel All Liquor on Sale	<input type="checkbox"/>	\$1,638.00
Class C-4	50 Room Hotel/Motel All Beer & Wine on Sale	<input type="checkbox"/>	\$709.00
Class C-5	300 Member Club/Lodge All Liquor on Sale	<input type="checkbox"/>	\$931.00
Class C-6(a)	200 Member Golf Course All Liquor on Sale (seasonal)	<input type="checkbox"/>	\$931.00
Class C-6(b)	200 Member Golf Course All Liquor on Sale (year-round)	<input type="checkbox"/>	\$2,377.00
Cabaret Class 2	Entertainment: trivia, musical performances live/recorded, comedians and or speakers.	<input type="checkbox"/>	\$109.00

