

## Applying for Permanent Alcohol Licensing for a Business

### 1. Determine what type of license(s) you would like to apply for:

There are several types of licenses available, depending on your business type, business location and how you plan to sell alcohol. Sometimes you will need multiple alcohol licenses. Call the City Clerk's Office (270-444-8506) or the State Alcoholic Beverage Control Office (502-564-4850) to talk with someone about which license(s) are right for you.

Frequently used license types include but are not limited to:

***NQ-2 Retail Drink License*** – mainly used by restaurants for the sale of wine, distilled spirits and malt beverages by the drink when at least 50% of gross receipts are for the sale of food. **\*Additional license is needed for Sunday Sales\***

***Quota Retail Drink License*** – mainly used by bars, salons and other businesses which typically do not sell food. This license allows for sale of wine/distilled spirits (liquor) by the drink. **\*Additional license is needed for Sunday Sales\***

***NQ-4 Retail Malt Beverage Drink License*** – mainly used for bars and restaurants which only want to sell malt beverages (beer) by the drink.

***Quota Retail Package License*** – mainly used by liquor package stores for the sale of wine & distilled spirits by the package. There are a limited number of these types of licenses available for each county. Check with the State ABC Office to determine if any licenses are available.

***Non-Quota Retail Malt Beverage Package License*** – mainly used by liquor stores or convenience stores for the sale of malt beverages (beer) by the package.

2. **Run an Ad** declaring your intention to apply for an alcohol license in the Paducah Sun. When you place the ad, ask for an Affidavit of Publication. The ad only needs to run for one day. ***For information about the advertisement language, please go to <https://abc.ky.gov/Documents/Advertisement%20Forms.pdf>***
3. **Go online** to <https://abcportal.ky.gov/BelleExternal/> and click on login/register under Request or Apply card. Things to have on hand when you apply:
  - a. Lease or Deed in digital form to upload
  - b. Affidavit of Publication from your Ad in digital form to upload
  - c. Your KY Sales & Use Tax No., KY Withholding Tax No., KY Corporate Tax No., Federal EIN No.
  - d. Credit card to pay State application fee which will be applied to the final cost of your license.

4. **Sign and Return the [Acknowledgement Form](#)** to [lparish@paducahky.gov](mailto:lparish@paducahky.gov) acknowledging that City Staff will check that you are current on taxes, business license and have a current, valid certificate of occupancy for the property. There must be no liens or fines for the property. The property must be in a correct zone for alcohol sales. The City will not approve the alcohol license if any of these are invalid, unpaid, or outstanding.
5. **Approvals:** Once your application has been submitted, it will be routed to the State ABC office and to the City Clerk's office for review and approval. Timelines for approval are no less than 30 days after the date of the newspaper advertisement.

The City will approve the application and you will be contacted by the State ABC Office for an inspection of the property. Once the State approves the application, you will pay the remaining balance of the State fee online in the portal and receive your State ABC license.

6. **Local Payment:** Bring or mail a copy of your State ABC license along with your payment, a copy of your Health Dept. Certificate (if applicable) and your ID to the Finance Department at City Hall (300 South 5<sup>th</sup> Street, Paducah, KY 42003). You will receive your local license.
7. **Display Your Licenses** (both Local and State) at your place of business.
8. **Training:** Chapter 6 of the Paducah Code of Ordinances requires alcoholic beverage training for persons licensed for or employed in the sale of alcoholic beverages by the drink. There are several approved training programs, including STAR the Kentucky Alcoholic Beverage Control Server Training which can be completed online.