

INSTRUCTIONS FOR COMPLETING APPLICATION

*** Please note – the application has changed ***

City & County Issued - New Licenses, Renewals & Transfers

A separate application is required for each license type.

Section A: Complete with the Corporation, LLC, Partnership or Sole Proprietor's name, mailing address and telephone number. If the ownership is a Corporation or LLC, page 2 of the application must be completed.

Section B: Complete with the Doing Business As name, physical address and telephone number.

Section C: Mark the type of license being applied for. All questions in this area must be completed. The licensee cannot have a felony on their record per SDCL 35-2-6.2.

Section D: Enter the legal description of the property that is to be licensed for alcoholic beverage sales. The legal description is not the street address.

Section E: Enter the sales tax license number for the business. **Remember that the sales tax license and the alcoholic beverage license must be in the same name.** A copy of the sales tax license may be submitted along with the application to ensure the licenses are in the same name. If the sales tax license has not yet been received but has been applied for, put in this section "applied for". Note: the sales tax license number looks something like this: 1000-0000 ST.

Section F: Mark this as a new license, renewal, or transfer.

Section G: This is for the licensee's signature. For a Corporation, LLC, or Partnership, the officer, member or partner should sign. For city owned/operating agreement licenses, the owner of the business should sign this section.

Section H: This section is for the local government to complete. A notice of hearing must be published in the local newspaper **at least seven days** prior to the actual hearing. After the application has been approved, the mayor signs this section, and the finance officer sends the paperwork to Pierre.

When DOR approves the license, we will issue a license number, renew or transfer the license and send the license to the Finance Officer or County Auditor who will in turn send it on to the licensee.

One half of any malt beverage license fee is sent to the Department of Revenue along with the application.