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New Application Online Checklist – Retailer

Required for initial submission:

- County Verification of Business Location form listing the full address signed by County Surveyor [[State Form 44184](#)]
- 1 copy of an 8.5" x 11" floorplan, signed and dated by applicant (*Not required for "Location Pending"*)
- Fees by credit card:
 - Application fee
 - \$2 orange sign fee (*Not required for dining car permits*)
 - If applying for a Supplemental Catering permit, \$150 fee
- If a corporation, LLC, or LLP, a copy of the Certificate of Existence from the Indiana Secretary of State
- If a liquor permit within a city under 5,000 population, an enabling ordinance from the city consenting to the issuance of liquor retailer's permits (*Not required for a Fraternal Club or Social Club*)
- If submitting application as a Power of Attorney for someone else, Alcohol and Tobacco Commission Limited Power of Attorney [[State Form 54651](#)]
- If licensed premises managed by someone other than the owner, Manager's Questionnaire signed by the manager and owner [[State Form 40767](#)]
- If licensed premises located within 200 feet of a church or school, waiver letter signed by representative of the church or school (*Not required if another exception to IC 7.1-3-21-10 applies or "Location Pending"*)
- Document listing criminal convictions for all persons having an interest in this application, including conviction, court, date, and sentence information, if applicable
- Document listing administrative violations with the ATC within the last five year of all persons having an interest in this application including violation, permit number, and resolution, if applicable
- Document listing other permit numbers for all persons having an interest in this application (*May be typed into application or uploaded as a separate document*)
- If multiple levels of corporate ownership, document listing ownership structure
- Permit type specific attachments*
 - Fraternal Club
 - Proof of national recognition
 - Copy of bylaws
 - Social Club
 - Proof of existence for 3 years
 - Copy of bylaws
 - List of 50 or more paid members
 - Historic/Riverfront/Economic Redevelopment/Development District (**Nontransferable**)
 - Detailed aerial map showing definite boundaries of Historic/Riverfront/Economic Redevelopment/Development District area and business location
 - Ordinance or resolution deeming the area a Historic/Riverfront/Economic Redevelopment/Development District area
 - Letter from the Mayor welcoming the business into the Historic/Riverfront/Economic Redevelopment/Development District area
 - If required by city ordinance or resolution, copy of agreement with city
 - If riverfront or economic redevelopment permit, details of state and city funding (*can be included in Mayor's letter*)

Required before permit can be issued:

- Property Tax Clearance Schedule, signed and embossed by County Treasurer [[State Form 1462](#)]

FACILITY ALCOHOL PERMIT APPLICATION CHECKLIST. UPDATED 1/31/2023.

Required at local board:

- Affidavit of Compliance Regarding Notice Posting (Orange Sign) [[State Form 51188](#)] (More information [here](#))
- Affidavit of Compliance of Notice of Property Owners (Marion County Only; More information [here](#))
- Zoning affidavit (Marion County Only; More information [here](#))
- Marion County Tax Clearance Form (Marion County Only; More information [here](#))

New Application Online Checklist – Dealer

Required for initial submission:

- County Verification of Business Location form listing the full address signed by County Surveyor [[State Form 44184](#)]
- 1 copy of an 8.5" x 11" floorplan, signed and dated by applicant (*Not required for "Location Pending"*)
- Fees by credit card:
 - Application fee
 - \$2 orange sign fee
- If a corporation, LLC, or LLP, a copy of the Certificate of Existence from the Indiana Secretary of State
- If submitting application as a Power of Attorney for someone else, Alcohol and Tobacco Commission Limited Power of Attorney [[State Form 54651](#)]
- If licensed premises managed by someone other than the owner, Manager's Questionnaire signed by the manager and owner [[State Form 40767](#)]
- If licensed premises located within 200 feet of a church or school, waiver letter signed by representative of the church or school, if applying for drug store or grocery store (*Not required if another exception to IC 7.1-3-21-10 applies or "Location Pending"*)
- Document listing criminal convictions for all persons having an interest in this application, including conviction, court, date, and sentence information, if applicable
- Document listing administrative violations with the ATC within the last five year of all persons having an interest in this application including violation, permit number, and resolution, if applicable
- Document listing other permit numbers for all persons having an interest in this application (*May be typed into application or uploaded as a separate document*)
- If multiple levels of corporate ownership, document listing ownership structure

Required before permit can be issued:

- Property Tax Clearance Schedule, signed and embossed by County Treasurer [[State Form 1462](#)]

Required at local board:

- Affidavit of Compliance Regarding Notice Posting (Orange Sign) [[State Form 51188](#)] (More information [here](#))
- Affidavit of Compliance of Notice of Property Owners (Marion County Only; More information [here](#))
- Zoning affidavit (Marion County Only; More information [here](#))
- Marion County Tax Clearance Form (Marion County Only; More information [here](#))

New Application Online Checklist – Wholesaler/Distributor or Manufacturer

Required for initial submission:

- Bond payable to the State of Indiana, *require for:*
 - Brewer - \$10,000
 - Distiller (not artisan distiller) - \$10,000
 - Vintner (not farm winery) - \$1,000
 - Rectifier - \$15,000
 - Liquor wholesaler - \$10,000
- Federal permit issued by the Tax and Trade Bureau
- Home state permit (*for out-of-state farm winery and out-of-state direct wine seller*)
- County Verification of Business Location form listing the full address signed by County Surveyor [[State Form 44184](#)] (*Not required for out-of-state farm winery or direct wine seller*)
- 1 copy of an 8.5" x 11" floorplan, signed and dated by applicant (*Not required for out-of-state farm winery or direct wine seller*)
- Fees by credit card:
 - Application fee
 - \$2 orange sign fee (*only for farm winery satellite dealer*)
- If a corporation, LLC, or LLP, a copy of the Certificate of Existence from the Indiana Secretary of State
- If submitting application as a Power of Attorney for someone else, Alcohol and Tobacco Commission Limited Power of Attorney [[State Form 54651](#)]
- If licensed premises managed by someone other than the owner, Manager's Questionnaire signed by the manager and owner [[State Form 40767](#)]
- If licensed premises located within 200 feet of a church or school, waiver letter signed by representative of the church or school, if applying for a small brewery, a farm winery, a farm winery satellite dealer, or an artisan distiller (*Not required if another exception to IC 7.1-3-21-10 applies*) (*Not required for out-of-state farm winery or direct wine seller*)
- Document listing criminal convictions for all persons having an interest in this application, including conviction, court, date, and sentence information, if applicable
- Document listing administrative violations with the ATC within the last five year of all persons having an interest in this application including violation, permit number, and resolution, if applicable
- Document listing other permit numbers for all persons having an interest in this application (*May be typed into application or uploaded as a separate document*)
- If multiple levels of corporate ownership, document listing ownership structure

Required before permit can be issued:

- Property Tax Clearance Schedule, signed and embossed by County Treasurer [[State Form 1462](#)] (*Not required for out-of-state farm winery or direct wine seller*)