



DOCUMENT CHECKLIST
Modification of Premises
 Please submit each item listed below

Application

- Permit Application and Report of Changes (DR8442)

Proof of Possession of Property; Floor Plan

- Deed (or) Lease
 - ✓ Lease must cover entire license period (minimum one year). Deed or lease must be in the name of the liquor license applicant.
 - OR**
 - ✓ Assignment of Lease (signed by original lessee).
 - ✓ Attach acceptance of assignment of lease (signed by applicant).
 - ✓ Attach consent to assignment of lease (signed by landlord).

- Two Floor diagram of premises to be licensed (8 ½" x 11" only)
 - ✓ One diagram should be of the current layout, the second the proposed layout.
 - ✓ Include dimensions of area to be licensed (anywhere alcohol will be stored or served).
 - ✓ Include bars, walls, partitions, entrances/exits and storage areas.
 - ✓ Label each room to indicate how it will be used.
 - ✓ Must include a black outline around diagram.

Fee Schedule

		Town Fees**		State Fees***
Related Fees and Permits	Modification of Premises	\$0.00		\$150.00
	Temporary Modification of Premises	\$0.00		\$300.00

**Check or money order payable to the "Town of Fraser".

***Check or money order payable to the "Colorado Department of Revenue".