



**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**

		<i><b>Town Fees**</b></i>		<i><b>State Fees***</b></i>
<b>Related Fees and Permits</b>	Modification of Premises	\$0.00		\$150.00
	Temporary Modification of Premises	\$0.00		\$150.00

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

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