

LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU
711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • EMAIL liq-licensing@honolulu.gov
INTERNET ADDRESS: www.honolulu.gov/liq

**Outside Warehouse Permit Application
CHECKLIST**

SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:	Form Number	HLC Initial
<input type="checkbox"/> Notification of Authorized Agent (if applicable)	LIQ-LIC-106	
<input type="checkbox"/> Outside Warehouse Permit Application	LIQ-LIC-120	
<input type="checkbox"/> Outside Warehouse Statement of Understanding	LIQ-LIC-120A	
<input type="checkbox"/> Floor Plan Drawn to Scale Must include the proposed warehouse area outlined in “red”. <input type="checkbox"/> Copy of Floor Plan Drawn to Scale and Reduced to 8-1/2”x11” Must include the proposed warehouse area outlined in “red”. <i>Note: Warehouse space used for the storage of liquor shall be completely enclosed and separated from other merchandise.</i>		
<input type="checkbox"/> Provide a copy of the Lease Agreement including Terms and Conditions approving the use the warehouse premises		
<input type="checkbox"/> Zoning Clearance – Dept. of Planning & Permitting (808)768-8000 <u>or</u> Dept. of Hawaiian Homelands (808)620-9590 <input type="checkbox"/> If your business is located in the Kakaako/Kalaeloā Area, obtain Zoning Approval from HCDA (Hawaii Community Development Authority): (808)594-0300 Complete the HCDA Request for Zoning Clearance form http://dbedt.hawaii.gov/hcda/permits/ (Application can be submitted with Statement of Affirmation Form prior to receiving Zoning Clearance.) <input type="checkbox"/> If your business is located at Aloha Tower, obtain Zoning Approval from Aloha Tower Development Corporation: 79 S Nimitz Highway, Honolulu, Hawaii 96813 (808)587-3651	LIQ-LIC-122 LIQ-LIC-140 Statement of Affirmation (optional)	

**Note: Any application that is inaccurate or incomplete will be returned.
No fee incurred for the Outside Warehouse Application Permit request.
For questions about forms, please email: liq-licensing@honolulu.gov**

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**OUTSIDE WAREHOUSE PERMIT
APPLICATION**

Rule 3-82-42.1

Date: _____

Licensee Name: _____ TMK: _____

Warehouse Address: _____

Phone: _____ Fax: _____ Email: _____

List Trade Names (DBA), Liquor License #s and Classes of each business **under same ownership** storing liquor in the outside warehouse.

	Trade Name (DBA)	Liquor License #	Class
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

SIGNATURE Licensee (Owner)/Authorized Agent

Date

PRINT NAME Licensee (Owner)/Authorized Agent

Title

Application No. _____

.....
OFFICE USE:

Approved Denied

LCIS ENTRY DATE: _____ HLC STAFF Initial: _____

Franklin "Don" Pacarro, Jr.
Administrator

Date

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OUTSIDE WAREHOUSE PERMIT
STATEMENT OF UNDERSTANDING

Note: It is prohibited to share the warehouse with other licensees.

The following items must be submitted with the application (form# LIQ-LIC-120):

- Floor plan drawn to architectural scale** showing liquor storage area outlined in “red”.
- Copy of the lease** and/or document of authorization with Terms and Conditions from the landlord approving the use of the warehouse.
- Approved **Request for Zoning Clearance** (form# LIQ-LIC-122).

STATEMENT OF UNDERSTANDING

Pursuant to the Rules of the Liquor Commission, §3-82-42.1, Warehousing, I understand and agree to the following:

- a) Warehouse space used for the storage of liquor shall be completely enclosed and separated from other merchandise.
- b) The joint use of an outside warehouse space by more than one licensee at the same time is prohibited.
- c) Invoices for all liquor received at the warehouse and a record of all liquor removed from the warehouse shall be kept within the warehouse. All such records shall be kept for not less than three (3) years.
- d) No liquor shall be distributed or sold from the outside warehouse. This restriction shall not apply to the delivery of liquor from the outside warehouse of a wholesale licensee. Liquor imported into the State of Hawaii, City and County of Honolulu may rest at an outside warehouse by being unloaded into such warehouse.

SIGNATURE Applicant / Licensee

DATE

PRINT Applicant / Licensee

TITLE

Application No. _____

REQUEST FOR ZONING CLEARANCE

Rule 3-83-53.1(a)(2)

The Liquor Commission requires a zoning clearance for the site of the proposed licensed business premises from the liquor license applicant. The applicant must submit this Request for Zoning Clearance to the Department of Planning & Permitting (DPP). There is a **\$150.00 filing fee**. Cash or check payable to: City & County of Honolulu. After obtaining a clearance from DPP, you must return to the Liquor Commission with this original document.

To: City & County of Honolulu, Department of Planning & Permitting 650 S. King St., 1st Floor, Honolulu, HI., 96813

Applicant to complete information in this block only.

Do not cross out or erase information. If corrections are necessary, please complete a new form.

1. Name of Applicant: _____
Trade Name (DBA): _____
2. Applicant's Mailing Address: _____
3. Phone No.: _____ Contact Person: _____
4. Site (business) Address: _____
5. Tax Map Key (TMK) of site: _____
6. This is a: New Application Transfer Application Re-Classification Extension of Premises
 Change of Location 90-day Trial Period for Entertainment Outside Warehouse
7. For new applications, changes of location, or as requested for any applications by the DPP, attach a copy of the floor plans, including a location map and description of where business is situated within the building.
8. Type of business intended at site: _____
9. Other business on TMK parcel: Yes No
If "Yes", specify type (i.e., Hotel, Shopping Center, etc.): _____
10. Class/Category of Liquor License applied for: _____

SIGNATURE Licensee (Owner)/Authorized Agent

PRINT Licensee (Owner)/Authorized Agent

Date

FOR DEPARTMENT OF PLANNING & PERMITTING USE ONLY:

Zoning District: _____

- Use is NOT PERMITTED
 Use is PERMITTED
 Use is PERMITTED WITH CONDITIONS

The applicant is hereby notified that zoning clearances may require up to three weeks of research by the Department of Planning & Permitting (DPP). Approval by the DPP does NOT constitute liquor license approval or approval of any required building permits.

COMMENTS: _____

SIGNATURE Department of Planning & Permitting

DATE

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**STATEMENT OF AFFIRMATION
(Voter List & Zoning Clearance)**

New Liquor License Application Transfer Liquor License Application

Date: _____

Applicant Trade Name/DBA: _____

Mailing Address: _____

Contact Person: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

I've submitted a request for a Voters List to the Office of the City Clerk on _____
Date

I've submitted for Zoning Clearance to the Dept. of Planning & Permitting or HCDA (Hawaii Community Development Authority) if licensed premises is located in the Kakaako or Kalaeloa area. _____
Date

I will provide the Voters List and/or approved Zoning Clearance to the Honolulu Liquor Commission when it becomes available.

I acknowledge and certify the statements and dates above accurate and true.

SIGNATURE Applicant

Date

PRINT Applicant

Title

OFFICE USE:

LCIS ENTRY DATE: _____ HLC STAFF INITIAL: _____