Request for Temporary Increase of Licensed Premises
CHECKLIST

Application must be submitted at least fifteen (15) business days prior to the earliest event date.

<table>
<thead>
<tr>
<th>SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:</th>
<th>Form Number</th>
<th>HLC Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Notification of Authorized Agent (if applicable)</td>
<td>LIQ-LIC-106</td>
<td></td>
</tr>
<tr>
<td>☐ Request for Approval of Increase of Licensed Premises</td>
<td>LIQ-LIC-127</td>
<td></td>
</tr>
<tr>
<td>☐ Landlord Authorization for Increase of Licensed Premises (form must be submitted with an original signature)</td>
<td>LIQ-LIC-128</td>
<td></td>
</tr>
<tr>
<td>☐ Floor Plan with dimensions of the current licensed area outlined in “black” and the dimensions of the proposed area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>to be temporarily increased outlined in “red”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Any application that is inaccurate or incomplete will be returned.
For questions about forms, please email: liq-licensing@honolulu.gov
NOTIFICATION OF AUTHORIZED AGENT  
(Rule 3-81-19.3)

Effective Date: __________________________  Maximum representation is one (1) year.

If less than one (1) year, enter the end date: __________________________

<table>
<thead>
<tr>
<th>Authorized Agent Name: ______________________________</th>
<th>Title: ______________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name: ______________________________________</td>
<td></td>
</tr>
<tr>
<td>Mailing Address: ____________________________________</td>
<td></td>
</tr>
<tr>
<td>Bus. #:_________________ Mobile #:___________________ Email: __________________</td>
<td></td>
</tr>
</tbody>
</table>

LCIS Access (Optional)
Choose an LCIS Username (Must be between 8 – 32 characters long, one character per box):

All Licensees/Licenses may be linked to one (1) LCIS Username. One (1) LCIS User Account per email address.

SIGNATURE Authorized Agent ___________________________ Date __________________________

PRINT Authorized Agent __________________________

License Number(s) for existing licensees: ______________________________

Licensee/Applicant: ______________________________________________________

Licensee/Applicant  
Contact Name: ______________________________ Title: ______________________________

Bus. #:_________________ Mobile #:_________________ Email: __________________

Licensee/Applicant certifies that the above named authorized agent may act on their behalf before the Honolulu Liquor Commission. Representation is limited to one (1) year, and must be renewed annually.

SIGNATURE Licensee (Owner) ___________________________ Date __________________________

PRINT Licensee (Owner) __________________________

For HLC Office Use Only

LCIS ENTRY DATE: _______________  HLC STAFF INITIAL: _______________
REQUEST FOR APPROVAL OF PERMANENT REDUCTION OR TEMPORARY/PERMANENT INCREASE OF LICENSED PREMISES

HRS §281-62; Rule §3-83-62

Complete this form to request approval of permanent reduction, temporary increase, or permanent increase of licensed premises and provide the required attachments as requested below. For temporary reduction of a licensed premises refer to form LIQ-LIC-158.

Check One:
- ☐ Permanent Reduction
- ☐ Temporary Increase
- ☐ Permanent Increase

Licensee Information:
Liquor License #: _______________________________
Applicant / Licensee Name: _____________________________________________________________________________________
Trade Name / DBA: ______________________________________________________________________________________________
Premises Address: _______________________________________________________________________________________________
Reason for Increase or Reduction of Licensed Premises: ________________________________________________________________
______________________________________________________________________________________________________________

PERMANENT REDUCTION - Required documents to be provided with request
- ☐ Existing Floor Plan drawn to scale, outline the licensed area in “red”.
- ☐ New Proposed Floor Plan showing the reduced area drawn to scale and outlined in “red”.
- ☐ Reduced 8-1/2”x11” copies of both floor plans.
- ☐ Landlord Authorization for permanent reduction of licensed premises (LIQ-LIC-128)

TEMPORARY INCREASE - Required documents to be provided with request
- ☐ Existing Floor Plan with the dimensions of the current licensed premises in “black” and the limits of the proposed temporary increase outlined in “red”.
- ☐ Landlord Authorization for temporary increase of licensed premises (LIQ-LIC-128).
- ☐ Duration Date(s) / Time(s) From: ___________________________ To: ___________________________

PERMANENT INCREASE - Required documents to be provided with request
- ☐ Existing Floor Plan drawn to scale, outline the licensed area in “red”.
- ☐ New Proposed Floor Plan showing the increased area drawn to scale and outlined in “red”.
- ☐ Reduced 8-1/2”x11” copies of both floor plans.
- ☐ Landlord Authorization for permanent increase of licensed premises (LIQ-LIC-128).
- ☐ Zoning Clearance (LIQ-LIC-122)
- ☐ If the proposed permanent extension is equal to or greater than 50% of the current licensed area, Notification to the Chair of the respective Neighborhood Board is required. Provide original certified mail receipt postcard.

__________________________       __________________________
SIGNATURE Licensee / Authorized Agent          DATE

__________________________       __________________________
PRINT Licensee / Authorized Agent           TITLE

BUS PHONE # ___________________________ MOBILE # ___________________________ EMAIL ___________________________

For HLC Office Use Only

LICENSING Approval: ___________________________ Approval Date: ___________________________ ☐ Approved ☐ Denied
HLC STAFF Initial: ___________________________ LCIS Entry Date: ___________________________ ___________________________

Franklin “Don” Pacarro, Jr. ADMINISTRATOR

Rev. 10/23/18
LANDLORD AUTHORIZATION
FOR INCREASE OR REDUCTION OF LICENSED PREMISES
HRS §281-62; Rule §3-83-62

☐ Permanent Reduction  ☐ Temporary Increase  ☐ Permanent Increase

Date: ______________________

Landlord Name: ____________________________________________

Mailing Address: ____________________________________________

__________________________________________________________

Landlord Contact Name: ______________________________________  Title: ______________________

Bus. Phone #: __________________  Mobile #: __________________  Email: ________________________________

I AUTHORIZE:

Lessee (Licensee Name): ______________________________________  Liquor License #: __________

Trade Name (DBA): ____________________________________________

to increase or reduce the leased licensed premises located at __________________________________

(circle one)

____________________________________

Premises Address

On: ______________________ to: ______________________

(Start Date / Time) (End Date / Time)

☐ See attached floor plan (designated area outlined in RED)

______________________________________________________________

Signature Landlord           Date

______________________________________________________________

Print Landlord           Title

For HLC Office Use Only

LCIS ENTRY DATE: __________      HLC STAFF INITIAL: __________