

**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

**Special Liquor License by For Profit Organizations
CHECKLIST**

Up to three (3) event days per application.

Application(s) must be submitted at least six (6) weeks prior to the earliest proposed event date.

SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:	Form Number	HLC Initial
<input type="checkbox"/> <u>Amount Due by Category:</u> General: \$90.00 per day Beer & Wine: \$60.00 per day Beer: \$45.00 per day We accept Cash, Cashier's Check or Money Order, Licensee/Attorney Business Check payable to: <i>City & County of Honolulu</i> , or Discover/MasterCard/VISA (plus an applicable service fee).		
<input type="checkbox"/> Notification of Authorized Agent (if applicable)	LIQ-LIC-106	
<input type="checkbox"/> Completed and Notarized Liquor License Application	LIQ-LIC-101	
<input type="checkbox"/> Corporation or Club: Articles of Incorporation or Partnership: Partnership Agreement or LLC: Articles of Organization AND Operating Agreement	LIQ-LIC-103 LIQ-LIC-104 LIQ-LIC-104	
<input type="checkbox"/> Supplemental Information for Special Liquor License Application	LIQ-LIC-143	
<input type="checkbox"/> Certificate of Good Standing (not over 60 days old) for Corporation/Partnership/LLC. Request online using the following DCCA website: http://cca.hawaii.gov/breg/		
<input type="checkbox"/> Certificate of Trade Name (T-1) or Assignment of Trade Name (T-4) Perform an internet search for T-1 or T-4 form (If dba/trade name is not a Corporate or LLC Name)	Form T-1 or Form T-4	
<input type="checkbox"/> Personal History & Affidavit Required for all Officers, Directors, 25%+ Stockholders, Member(s) of Member-Managed LLC, Manager(s) & Member(s) of Manager-Managed LLC, Partners	LIQ-LIC-129	
<input type="checkbox"/> Criminal History Record Clearance (Fingerprinting) Required for all Officers, Directors, 25%+ Stockholders, Member(s) of Member-Managed LLC, Manager(s) & Member(s) of Manager-Managed LLC, Partners Review instructions for submitting fingerprints through Fieldprint fingerprinting services.	LIQ-LIC-132 Fingerprinting Services	
<input type="checkbox"/> Temporary Reduction of Licensed Premises – required only if an event is held at an establishment (e.g. Hotel, Golf Course, Club, Restaurant) that has an active liquor license. Form to be completed by the liquor license holder.	LIQ-LIC-158	
<input type="checkbox"/> Drawing of Floor Plan with Dimensions and location of bar(s), restrooms, dance floor, stage and seating (no scale required). Must include the proposed area to be licensed outlined in "red".		
<input type="checkbox"/> Landlord Authorization for Sale and Service of Liquor (form must be submitted with an original signature) <input type="checkbox"/> Provide copy of Street Use Permit Application and copy of Street Use Permit Approval when received	LIQ-LIC-142	
<input type="checkbox"/> Zoning Clearance – Dept. of Planning & Permitting (808)768-8000 or Dept. of Hawaiian Homelands (808)620-9590 <input type="checkbox"/> If your business is located in the Kakaako/Kalaeloa 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-144 Statement of Affirmation (optional)	
<input type="checkbox"/> Original Certified Return Receipt of Neighborhood Board Notification (postcard mailed back to the sender as confirmation of receipt) Letter is sent directly to the Chair of the Neighborhood Board indicating place of business. <i>For information regarding your Neighborhood Board, contact:</i> Neighborhood Commission Office http://www.honolulu.gov/nco/ Kapalama Hale, 925 Dillingham Boulevard, Suite 160, Honolulu, HI 96817 Phone: (808)768-3710 Email: nco@honolulu.gov	See Rule 3-83-53.1 (3)(v)	

Note: Any application that is inaccurate or incomplete will be returned.
For questions about forms, please email: liq-licensing@honolulu.gov