

## Temporary / [Stand-Alone] Temporary Liquor License Application CHECKLIST

Temporary:

- Used to transfer an active Liquor License to a new owner.
- Standard Temporary application must be submitted with a Transfer of Liquor License Application (form# LIQ-LIC-101) and all associated documents.

[Stand-Alone] Temporary:

- Used on a temporary basis until the applicant receives approval for a New Liquor License.
- [Stand-Alone] Temporary application must be submitted with a New Liquor License Application (form# LIQ-LIC-101) and all associated documents.

<b>For both Temporary and [Stand-Alone] Temporary</b>	<b>Form Number</b>	<b>HLC Initial</b>
<b>SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:</b>		
<input type="checkbox"/> Amount Due: \$420.00 We accept Cash, Cashier's Check, Money Order, Licensee/Attorney Business Check payable to: <i>City &amp; 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"/> Notarized Liquor License Application submitted with New or Transfer Application.  <i>(This is in addition to your permanent new or transfer liquor license application previously submitted.)</i>	LIQ-LIC-101	
<input type="checkbox"/> Landlord Authorization for Sale and Service of Liquor (form must be submitted with an original signature) <i>or</i> <b>COPY</b> of the proposed liquor establishment's Lease Agreement, must indicate liquor sales/service will be conducted. If Lease Amendment/Revision to the Lease is required, submit this portion when fully executed.	LIQ-LIC-142	
<input type="checkbox"/> <b>For Temporary only:</b> Must obtain authorization from the Current Licensee (in addition to the landlord) to operate on a temporary license, form# LIQ-LIC-145.  Regular Temporary application must be submitted with a separate permanent Transfer Liquor License Application. (See Transfer Liquor License Application Check List for additional instruction)	LIQ-LIC-145	
<input type="checkbox"/> <b>For [Stand-Alone] Temporary only:</b> Must be submitted with a separate permanent New Liquor License Application. (See New Liquor License Application Check List for additional instruction)		

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