



Supplemental Application Requirements for Alcohol Permits

1. A copy of your application on file with the California Department of Alcohol Beverage Control (ABC).
2. A narrative description of the proposed alcohol use including:
 - A description of the business including services provided, products and food items sold.
 - Current business hours.
 - Proposed hours when alcohol will be served or sold. (*alcohol sold for on-site consumption shall not be permitted within one hour of closing*)
 - Whether the business operator/owner has held an ABC license in the past, the type of license, business name, location and years operated.
 - If alcohol is sold for onsite consumption, provide a food menu and indicate the hours all items on the menu are served.
 - For businesses selling alcohol for off-site consumption, whether the location is within an area of “overconcentration” and requires the City to make findings of public convenience or necessity.
 - Alcohol service training policies.
 - Two hard copies on 8.5” x 11” sheets, and one electronic copy of the narrative shall be provided.
3. Photographs of the interior and exterior of the establishment, provided in an electronic format. Photographs should illustrate where alcohol will be served/sold and stored.
4. A complete set of floor plans, dimensioned and drawn to scale, which show:
 - Interior spaces including kitchen, storage, display, restrooms and other areas.
 - Alcohol display areas.
 - Alcohol service areas such as restaurant and bar seating.
 - Location where alcohol will be stored.
 - If entertainment is proposed, floor plans must show area devoted to such uses and indicated the hours of such use.
 - Two hard copies of the plans on 11”x 17” sheets and one electronic copy shall be provided.