



Indiana Alcohol & Tobacco Commission

MyLicenseOne

Online Applications Guide

Last Revised 04/28/2023

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Introduction

Welcome to MyLicenseOne! With this guide, the Indiana Alcohol & Tobacco seeks to ensure a smooth and efficient process for businesses and their private application preparation services within the state of Indiana to submit applications online for facility alcohol permits. The application process can take 60 to 90 days to complete. Additional delays may occur due to incomplete documents or a missed local board hearing.

For legal or business advice, or application preparation, a list of private application preparation services can be found below:

<https://www.in.gov/atc/alcohol-resources/alcohol-beverage-information/private-application-preparation-services/>

For process questions relating to applying for a facility alcohol permit, contact the facility alcohol permit processor for your county. A link to a list of processors by county is below.

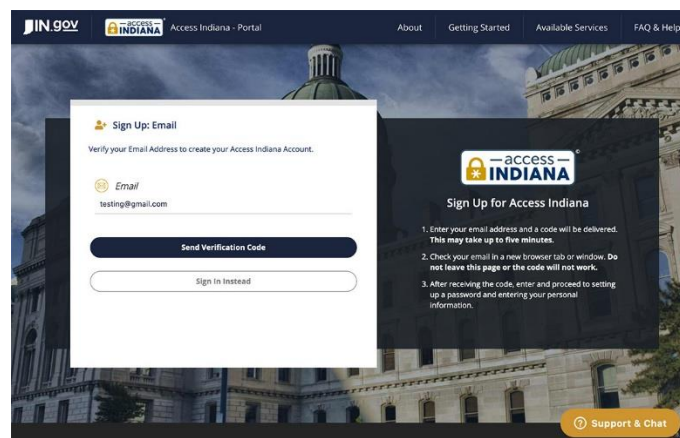
<https://www.in.gov/atc/contact/#ProcessorsByCounty>

Please report functionality errors or errors in the online application displaying the correct questions or content to Project Manager, Jeff Coyle, at jcoyle@atc.in.gov.

Creating an Access Indiana Account

To file online applications with MyLicenseOne, create an Access Indiana account. A helpful instruction guide for creating an Access Indiana account can be found below:

<https://www.in.gov/access/getting-started.html>



Online New Applications

Applying for a New Facility Alcohol Permit

1. Apply For A License

Once logged in to MyLicenseOne, click on the **Initial Application** button at the top of the page to begin.



Indiana Licensing Enterprise

Indiana Licensing Enterprise

INITIAL APPLICATION

2. What action do you want to perform?

The option of what type of application to begin applying for will then appear. At the launch of this service, applicants will be limited to applying for a **New** permit.

What action do you want to perform?

Please select an answer

New Permit

NEXT

[Return to Dashboard](#)

3. New Dealer, Retailer, Manufacturer or Wholesaler Permit Application

Confirm that you would like to begin the application by clicking **Start Application**. If you meant to select another option, the *Back* button can be selected to go back and view other options again. If you want to return to the dashboard, you can click *Return to Dashboard*.

New Dealer, Retailer, Manufacturer or Wholesaler Permit Application

BACK

START APPLICATION

[Return to Dashboard](#)

4. Which organization are you applying for?

Select the option, **Create New Organization**.

Which organization you are applying for?

Organization

Create New Organization

NEXT

5. Getting Started

The new application is dynamic and will populate only relevant sections and questions for the type of permit and circumstances based on your selections. This guide will not cover every potential scenario, but will give a general overview of the process. To the left of the screen you will see a general overview of the different items to complete. **Since the online application will populate only relevant sections and questions based upon your scenario, please complete the items in order and do NOT skip ahead.**

Below is an **example** of the items to complete.

New Dealer Retailer Manufacturer and Wholesaler Permit Application

- 1 Getting Started
- 2 Preparer Information
- 3 Business Name & Mailing Address
- 4 Premises Information
- 5 Permit Qualifications
- 6 Affidavit of Ownership
- 7 Retailer Permit
- 8 Minors on Premises
- 9 Carry-Out Supplement
- 10 Floor Plans
- 11 Additional Documentation
- 12 Affirmation of Applicant

Back on the Getting Started section, select a type of business. Options of *Dealer*, *Retailer*, and *Manufacturer or Wholesaler* will be available. *Dealers* are alcohol permits with a primary purpose of off-premises consumption, *Retailers* are alcohol permits with a primary function of on-premises consumption, and *Manufacturers or Wholesalers* are alcohol permits with a primary function of either manufacturing or wholesaling/distributing alcohol. **In this example, we will select *Retailer*. In your specific scenario, you may be selecting a different option.**

Select a Business Type

Dealer

Retailer

Manufacturer or Wholesaler

Once selecting Retailer, you will see additional options populate including Select a *Retail Permit Type*, *Premises Zip Code*, and *Premises Jurisdiction*. In this example, we will select a Retail Permit Type of *Beer Retailer – Restaurant*, a zip code of *46204*, and a Premises Jurisdiction of *Indianapolis*.

Select a Business Type

Dealer, Retailer, Manufacturer or Wholesaler?
Retailer

Select a Retail Permit Type

What type of permit are you applying for?
Beer Retailer - Restaurant

Quota Availability

We need to check to make sure there is an available quota slot. This is determined by the permit being requested, the premises zip code, and jurisdiction. The premises address is the location where alcoholic beverages will be dispensed.

Quotas are set by statute based on the population of a jurisdiction and the type of permit.

Premises Zip Code

46204

Jurisdiction Information
Only select the county name as the jurisdiction if the licensed premises will be located in the unincorporated area of the county. Do not use if the licensed premises will be located in an incorporated city or town.

Premises Jurisdiction

Arpadia, Carmel, Hamilton, etc.
Indianapolis

⚠ We will check again for an available quota slot right before any payment is processed.

Preparer Information ▶



Please fully read the important note on the following page regarding permit jurisdiction.

IMPORTANT NOTE:

Many alcohol facility permit types are issued on a quota based upon population. Once entering the above information, an initial check of the availability of the permit type will be performed automatically. **The “Premises Jurisdiction” line is a critical line that must be input accurately to ensure whether there is availability of the permit type.**


The premises jurisdiction is determined by whether the physical address of the business is inside the incorporated city limits of a city, and if so, which one; or if the physical address of a business is located in the unincorporated area of a county, and if so, which one. **NOTE that this initial check will NOT hold the quota slot, if available. A quota slot will be held ONLY once the complete application is submitted.**

The County Verification of Business Location form, later discussed, must be completed with the full physical address including street name and number (suite, if applicable), city, state, and zip code. It should then be submitted to the County Surveyor for your individual county, who will then determine the proper jurisdiction of the address. The result of this verified form is what should be input into the Premises Jurisdiction box. **Options labeled as a county name, such as a name of Hamilton County, are for the unincorporated area of a county only.** A county name should NOT be selected as the jurisdiction if the County Surveyor determines the jurisdiction of the physical address is located within the incorporated city limits of a city. If you do not yet have a physical location for the permit and are applying for what is known as a “Location Pending” permit, later discussed, you will select the desired premises jurisdiction that you will eventually transfer the permit to in the future.

An additional quota verification check will automatically be performed again at the end of the application submission process once fees are paid to determine if the permit type is still available within the premises jurisdiction. When the submitted application is processed, a processor will make a final quota verification, including ensuring the application is sufficiently complete.

If the permit type is not available in the desired premises jurisdiction, a message will display stating that there are no available quota slots. If this message displays, a new permit of this type and premises jurisdiction cannot be applied for. Permits may be obtained from purchasing another permit holder’s permit.

Premises Jurisdiction
Arcadia, Carmel, Hamilton, etc. _____
Indianapolis _____
There are no available quota slots.

 We will check again for an available quota slot right before any payment is processed.

Preparer Information ▶

In this example, we will see that a message does not appear that the quota is full, and we may continue by selecting the ***Preparer Information*** button in the lower right corner to proceed.

6. Preparer Information

The preparer information section will ask who is filling out the online application. The online application should only be completed by either an owner/officer of the business, who will later be disclosed in the Affidavit of Ownership section, or by a person who has a properly completed ATC Power of Attorney form that will be uploaded during the application process. In this example, we will select Owner and then click on the **Business Information** button to proceed.

i Preparer Notice
This application may only be completed by the permit applicant either in their individual capacity or as the owner of a business applying for the license, or by a person with a valid Power of Attorney to act on the applicant's behalf. The information entered here will be used by the ATC in future correspondence regarding the permit application and, if issued, the license.

Who will be filling out this online application?
Owner or Power of Attorney? —

Owner

The ATC Power of Attorney form can be found https://www.in.gov/atc/files/ATC_Power_of_Attorney.pdf

◀ Getting Started

Business Information ▶

7. Business Name and Mailing Address

The Business Name and Mailing address section will ask for information about the business entity applying for the facility alcohol permit. **The address entered here should be for the mailing address of the business.**

If the business is applying as a company, such as XYZ 123 Inc, then this is the name that should be input into the full name box. An individual's name should ONLY be input in the full name box if the person is applying as an individual or sole proprietor. Applying directly under a person's name should only be done if no other person or business entity will have an interest in the alcohol permit. Doing Business As is the name the business would be known as, or typically what the sign of the business might say, such as XYZ 123 Bar.

Business entity making this application. (Sole Proprietorship, Corporation, LLC, LLP, LP, Club or Municipality)

Full Name
XYZ 123 Inc

Doing Business As (D.B.A)
XYZ 123 Bar

Address Line 1
302 West Washington Street, Suite E114

Address Line 2

City
Indianapolis


State
IN

Zip code
46204-____

County
Marion

Email Address
xyz123bar@atc.in.gov

Phone Number
(111) 111-1111

 **IMPORTANT**
ATC will send notices to this address.

◀ Preparer Information

Premises Information ▶

8. Premises Information

The premises information section should be completed with the physical address of the facility. If there is not yet a physical address for the business, then the box can be checked that states “*Check this box if the location is still pending*”. If the Location Pending box is selected, please note that the permit will need to later be transferred to the physical location. **Include the full and complete physical address, including street and number (suite, if applicable), city, state, and zip code. If the business will be operating in a suite, you must ensure you include the suite number in the premises information section and all other attachments referencing the physical address.** Per IC 7.1-3-4-2(4), the business applying for the alcohol permit must have a lease or ownership of the physical address that the alcohol permit is being applied for at, such as XYZ 123 Inc having a lease for 302 West Washington Street, Suite E114, Indianapolis, IN 46204. The phone number box in this section refers to the phone number of the physical location, if one exists. Under the business description box, please sufficiently describe the details of how the business will operate, including any notable details.

If the premises address is still pending, enter "Location Pending" in address line 1, and check the box below.

Check this box if the location is still pending.

Address Line 1
302 West Washington Street, Suite E114

Address Line 2

City Indianapolis State IN Zipcode 46204

County Marion

Phone Number (111) 111-1111

Describe your business that qualifies you for this permit type? Do not just state the permit type.

Business Description
A traditional restaurant and bar that will serve hot soups, hot sandwiches, milk, soda, coffee, and a variety of delicious craft beers. We will have a stage for musical entertainment and karaoke, plus a large number of pool tables. We will operate between the hours of 10:00 AM and 1:00 AM Sunday through Saturday.

Please ensure the owner entity type matches the full name supplied for the business under the business information section. In this example, XYZ 123 Inc is a corporation and should select the corporation option. If an owner/officer later listed in the Affidavit of Ownership section will not be managing the business, please be sure to upload a Manager Questionnaire form of who will be managing the premises.

What is the ownership entity?
Ownership Type Corporation

Will the owner be managing the premises?
Premises Manager No

You will need to upload a completed State Form 40767 Manager Questionnaire.

Manager_Questionnaire_John_Smith.pdf

Drag 'n' drop files here, or click to select files.
Upon uploading we will verify that your files are correct

When uploading a Manager Questionnaire form, it must be fully completed, other than the permit number line can be left blank. Managers must hold a valid employee alcohol permit, unless the permit type is a Grocery Store or Drug Store, in which case the employee permit number box can be left blank. An example of a completed Manager Questionnaire is below.



**APPLICATION FOR ALCOHOLIC BEVERAGE PERMIT
SCHEDULE - MQ**

Manager's Questionnaire
State Form 40767 (R 6 / 10/02)

INSTRUCTIONS: Every application must be filled in duplicate
This form to be completed by the manager

ATC USE ONLY
Received
Entered
Processors initials

PERMIT PREMISE NUMBER
PENDING

(Please print)

1. GENERAL INFORMATION						
Name of manager (last, first, middle initial) JOHN SMITH				Social Security Number 111-11-1111		
ATC Employee permit number BR1111111	Expiration date 12/31/2099	Age 30	Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth 01/01/1993	Height 5'10"	Weight 175
Home address (number and street) 123 MAIN STREET						
City, state, zip INDIANAPOLIS, IN 46204						

2. GENERAL QUESTIONS	
Are you a citizen of the United States?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least twenty-one (21) years old?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is it true that you are not an officer or employee of a person engaged in the alcoholic beverage traffic, which person is a non-resident of this state, or is engaged in carrying on any phase of manufacture of, traffic in, or transportation of alcoholic beverages without a permit when one is required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you a State law enforcement officer, or a non-elected officer of a municipal corporation or government subdivision charged with any duty or function in the enforcement of Alcoholic Beverage Laws?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your alcoholic beverage permit been revoked within one year prior to the date of this application for a permit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you made an application for a permit of any type which has been denied less than one year prior to this application for a permit? (Unless the application was denied by a reason of a procedural or technical defect.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you now, and have you been for the last five years a continuous and bona fide resident of the State of Indiana? If no, does the permit premise you are managing have a minimum annual gross food sales of at least \$100,000?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold any other permit of any kind for the sale of alcoholic beverages in Indiana, or do you have any interest in any such permit, directly or indirectly, through ownership of stock or otherwise? If yes, explain below:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you been convicted of a felony? If yes, attach places and dates of arrest, court of record, and conviction and attach relevant court record.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you been convicted of a violation of the Indiana Alcoholic Beverage Laws, rules, regulations, or orders of the Commission? If yes, explain on a separate attachment.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

3. SIGNATURES
Signatures of manager or agent(s) referred to in this schedule SIGNATURE OF MANAGER
Signature of owner verifies that the manager listed above meets the above listed qualifications SIGNATURE OF OWNER/OFFICER OR PERSON FILING ATC POA

Continue answering the remaining questions in the premises information section. Please ensure to provide sufficient detail on the sections relating to when the premises will be ready to open and what steps you are taking to have the premises ready to open.

Is the proposed permit premises at least 200 feet from any church or school?

Yes/No

Yes

Do any individuals, corporations, limited liability companies, limited liability partnerships, or stock owners, members, or partners of such entities have any interest, either directly or indirectly, in any distiller, vintner, farm winery, rectifier, brewer, primary source of supply, or wholesaler permit?

Yes/No

No

Do you have the right to possess (rent, lease, mortgage, or own) the permit premises for the term of the permit?

Yes/No

Yes

When will the business for which you are applying have construction completed and be ready to open?

Explain

We hope to open approximately in July of 2024.

What steps are you taking to get the permit premises ready to open? If your premises is ready to open and only waiting on the alcohol permit process, respond "Ready to open at time of commission approval and final inspection."

Explain

We are currently in process of completing the obtaining of all necessary permitting from other government agencies to begin new construction. Construction is expected to begin shortly after the approval of the alcohol permit. We have purchased land and have a final draft of architectural floorplans prepared. We have plans to bring in an experienced general manager from another location for our grand opening.

If the permit type or scenario you are applying for requires an orange Public Notice Sign to be posted, a question will populate asking if you already have a sign. Most businesses applying will most likely not already have an orange Public Notice Sign, and will need to state they do not have a sign, so that one can be provided. The cost is \$2.00, which will be paid once completing the online application.

Do you need an Orange Sign?

Yes



I understand that an Excise Officer may enter, inspect, and search your permit premises without a warrant or other process to determine if you are complying with the provisions of the Indiana alcoholic beverage laws/rules. (IC 7.1-3-1-6.)

I agree.

← Business Name & Mailing Address

Permit Qualifications ▶

Once completing the premises information section, click **Permit Qualifications** to proceed.

9. Permit Qualifications

Next we will complete the permit qualifications section. Some of the questions within this section may require additional attachments to be uploaded, depending upon the answers.

Permit Qualifications

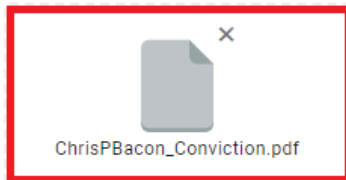
The following questions pertain to all individuals having an interest in this application.

NOTE: "Individuals" referred to in all questions in the below section include LLCs, LLPs, corporations, partnerships, and all other business structures recognized under Indiana law as well as a natural person where applicable.

Have any individuals with an interest in this permit been convicted of a felony or a misdemeanor?

Yes/No
Yes

You will need to upload Conviction or Court Document(s).



Drag 'n' drop files here, or click to select files.

When completing the convictions question, any convictions of the owners/officers must be reported. Below is an example attachment for an example owner that could be uploaded. Special disqualifications regarding convictions are listed in IC 7.1-3-4-2(3). A private application preparation service, mentioned earlier in this guide, can be hired for legal or business advice, if needed.

XYZ 123 Inc - Convictions Attachment

Name: Chris P. Bacon

Court: Marion Superior Court, Criminal Division 8

Case Number 01234-ABCD-EF-56789

Conviction: Operating a Vehicle While Intoxicated, A Misdemeanor

Conviction Date: 01/01/2005

Sentence of Conviction: One year probation and loss of drivers license for 90 days

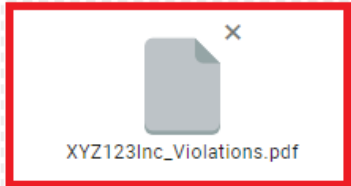
When completing the violations section, any violations must be reported. Nonrule Policy ATC #28 contains guidance for answering this question and can be found at the below link. A private application preparation service, mentioned earlier in this guide, can be hired for legal or business advice, if needed:

<http://iac.iga.in.gov/iac/20221214-IR-905220358NRA.xml.html>

Have any individuals with an interest in this application ever been convicted of, or found to have committed a violation of, the Indiana Alcoholic Beverage laws, rules, regulations, or orders of the ATC?

Yes/No
Yes

You will need to upload a document with an explanation, including permit number(s)


XYZ123Inc_Violations.pdf

Drag 'n' drop files here, or click to select files.

Below is an example violations attachment for an example owner who had a violation on a permit he is owner of another a different business.

XYZ 123 Inc – Violations Attachment

Owner Chris P. Bacon is 25% owner of alcohol permit RR1234567 ABC 123 LLC.

RR1234567 ABC 123 LLC received two violations on 01/01/2020.

Narrative: On 01/01/2020, an employee’s juvenile 17 year old brother was helping to complete tasks within the bar, despite our business not having an approved area for minors, and there being no exception allowing a juvenile of this age to be present in the bar. Indiana State Excise Police visited the bar and upon checking the employee permits of our staff, discovered this error on our part. The business was cited for both 1) No employee permit and 2) Failure to maintain employee permit records.

Resulted Actions: ABC 123 LLC paid a \$2000 civil penalty. ABC 123 LLC is committed to adhering to the State of Indiana’s alcohol beverage laws and rules. We instituted a vigorous company policy to terminate any employee who receives a violation, and require all employees of a location that receives a violation to undergo retraining of alcohol laws and rules. We keep record of our employees employee alcohol permit expiration dates and ensure they remain valid and on the person of our employees. We have communicated to our staff that there are no exceptions allowing juveniles of this age to be present in the bar for any purpose for any length of time.

Are all individuals with an interest in this application of sound mind and good repute in the community in which they reside?

Yes/No

Are any individuals with an interest in this application a law enforcement officer, or an officer of a municipal corporation, or government subdivision, of this state charged with any duty or function in the enforcement of Title 7.1 of the Indiana Code?

Yes/No

Have any individuals with an interest in this application held a permit under Title 7.1 of the Indiana Code and had the permit revoked within one (1) year prior to the date of this application?

Yes/No

Have any individuals with an interest in this application made an application for an alcoholic beverage permit of any type which was denied less than one (1) year prior to this application for a permit (unless the application was denied by reason of a procedural or technical defect)?

Yes/No

Do any individuals, corporations, limited liability companies, limited liability partnerships, partnerships, or stock owners, members, or partners of such entities have any interest, either directly or indirectly, in any other permits or registrations of any kind issued under Title 7.1 of the Indiana Code connected with, but not limited to, the production, distribution, transportation, or sale of alcoholic beverages?

Yes/No

Enter permit number(s)

If a large number of permits are held, a list can be uploaded here:

Drag 'n' drop files here, or click to select files.

When answering the question involving whether **any** persons or entities hold **any** other alcohol permits issued under Title 7.1 of the Indiana Code (*the alcohol beverage law for Indiana*) please disclose **all** such alcohol permits. If the number is a limited amount, permit numbers can be typed out. If it is a large number of permits, a list of permits can be uploaded.

Are you indebted to a person or an officer or agent of that person, who holds a brewer's permit or wholesale permit, for a debt, secured by a lien, mortgage, or otherwise upon the premises for which the beer retailers permit is to be applicable or upon any of the property or fixtures in the premises, or used, or to be used in connection with the premises?

Yes/No

◀ Premises Information

Affidavit Of Ownership ▶

After completing the rest of the permit qualifications questions, click **Affidavit of Ownership** to proceed.

10. Affidavit of Ownership

When applying for an alcohol beverage permit, per IC 7.1-3-21-8, please disclose all interests held by any person or entity that is of 2% or higher. Those holdings less than 2% interest are not *required* to be listed on the permit, however all laws and rules still apply to such owners, and only those listed on the alcohol permit will be able to sign documentation. The person completing this application **MUST** be either listed within the affidavit of ownership section or must be filing an ATC POA form with this application.

If there are multiple levels of ownership *in the actual entity applying for an alcohol permit*, an attachment must be uploaded in this section disclosing at least all interest of 2% or higher of **each level** of the ownership. For any individuals- title, name, home address, Social Security number, date of birth, and percentage of interest must be reported on these further levels of ownership as well. For any entities- title, name, address, and percentage of interest must be reported; FEIN is not *required*. **If this is not included in applications with multiple levels of ownership, the application will be rejected and returned.** There are multiple ways in which the information for multiple levels of ownership could be written or reported, but it must include all required information and must be clearly written out, without requiring interpretations or assumptions to be made by Indiana Alcohol & Tobacco Commission staff. If business or legal advice is needed, please refer to the list of private application preparation services, referenced earlier in this guide, that the ATC maintains.

When reporting ownership of a permit with multiple levels of ownership, if a *particular ownership level* is a publicly traded company, per IC 7.1-3-21-8, for that particular ownership level, only the names and home addresses of the CEO, CFO, COO, and members of the board of directors must be reported. Any levels of ownership between a permit holder entity and a publicly traded company must still be reported.

Below is an example of an attachment that could be created and uploaded in order to report multiple levels of ownership:

XYZ 123 Inc ownership					
Title	Name	Home Address	SS#	DOB	Ownership
President	Chris P. Bacon	123 Bacon Boulevard Indianapolis, IN 46204	111-11-1111	1/1/1950	50%
Parent Company	Bacon Galactic Enterprises Inc	123 Zero Avenue New York City, NY 10036	N/A	N/A	50%

Bacon Galactic Enterprises Inc ownership					
Title	Name	Home Address	SS#	DOB	Ownership
President	John Bacon	124 Bacon Boulevard Indianapolis, IN 46204	111-11-1112	2/2/1950	20%
Secretary	Jason Bacon	125 Bacon Boulevard Indianapolis, IN 46204	111-11-1113	3/3/1950	5%
Parent Company	Bacon Galactic Public Inc	123 Zero Avenue New York City, NY 10036	N/A	N/A	75%

Bacon Galactic Public Inc ownership					
Title	Name	Home Address	SS#	DOB	Ownership
CEO	Harold Bacon	126 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%
CFO	Edward Bacon	127 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%
COO	Yolanda Bacon	128 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%
Board Member	Alvin Bacon	129 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%
Board Member	Todd Bacon	130 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%
Board Member	Charlie Bacon	131 Bacon Boulevard Indianapolis, IN 46204	N/A	N/A	0%

**Bacon Galactic Public Inc is a publicly traded company on the Bacon Jones Stock Exchange as ticker symbol BKNN*

When reporting ownership of permits with a single level of ownership, the *Add* button is used to add owners. Ownership may only be inputted as a percentage. Accordingly, if ownership is held in shares, you may need to convert to percent ownership to properly complete the form. We will begin reporting the ownership by digitally entering the first level of ownership with the *Add* button. If there is only one level of ownership for the permit, then this will be the only section to complete for the Affidavit of Ownership. If there are multiple levels, we will later disclose the additional levels by uploading attachments.

Disclose all owners with 2% or more ownership interest in the permit and the business conducted, or to be conducted. Changes to this list must be filed by the applicant or permittee within ten (10) days of the date when the change became effective.

If the applicant is a corporate entity, are there multiple layers of corporate ownership or does another company have ownership in this company?

No

Click the Add button to add ownership information.

None

ADD

I have disclosed all ownership interests over 2%.

*In this example, there are indeed multiple levels of ownership, but the question pertaining to that is being answered No in order to show how to add owners if there is only a single level of ownership where an attachment upload is not necessary. If we click *Add*, a box will appear to begin inputting the information for the owner and we will proceed with completing it. An example of this will be shown on the following page.

Owner Information

Person or Company?

First Name

Middle Name

Last Name

Country

Address Line 1

Address Line 2

City State Zip Code

County
Marion

SSN: (123-45-6789)
111-11-1111

Date of Birth
01/01/1950

Ownership Information

Nature of Interest
President

Ownership %
50

Start Date
02/01/2023

CANCEL

ADD

Disclose all owners with 2% or more ownership interest in the permit and the business conducted, or to be conducted. Changes to this list must be filed by the applicant or permittee within ten (10) days of the date when the change became effective.

If the applicant is a corporate entity, are there multiple layers of corporate ownership or does another company have ownership in this company?

No

Click the Add button to add ownership information.

Chris Bacon President 50

Bacon Galactic Enterprises Inc Parent Company/Owner 50

ADD

I have disclosed all ownership interests over 2%.

◀ Permit Qualifications

Retailer Permit ▶

In this example, we will then repeat this process, but this time we will add a company which also holds interest in the alcohol permit. Once we have entered all interest above 2%, and included anyone who may sign documentation for the permit, we will click on **Retailer Permit** to proceed.

11. Retailer Permit

Retail Carryout of Alcoholic Beverages

Do you wish to sell alcoholic beverages for carryout?

Yes/No

Yes

Minors on Premises

Will minors be present in the permit premises?

Yes/No

Yes

◀ Affidavit Of Ownership

Minors On Premises ▶

Relevant questions will populate on the Retailer Permit section. In this specific example, we have answered that we do wish to sell carry out alcohol and that we will have minors on the permit premises. This will cause two new sections to appear on list of items to complete. Options may appear different in other scenarios. Click **Minors On Premises** to proceed.

12. Minors on Premises

Check the exception(s) to IC 7.1-5-7-10 that allows minors in your permit premises. (See IC 7.1-5-7-11 for additional information)

- Restaurant has full separation between bar room and family room i
- Restaurant satisfies minimum food sales requirements under 905 IAC 1-41-2 and has limited separation i
- Restaurant owned by a craft manufacturer (small brewery, farm winery, or artisan distillery) and that has limited separation. i
- Food Hall
- A hotel, other than a part of the hotel that is a room in a restaurant in which a bar is located.
- Bowling Center, Golf Course, or Indoor Golf Facility.
- A premises that qualifies as a recreational facility under IC 7.1-5-7-11(a)(19).
- Indoor Theater under IC 7.1-3-20-26.
- Licensed premises owned or operated by a postsecondary educational institution as described in IC 21-17-6-1
- No alcoholic beverages are served across a bar and service is accomplished by an employee.
- A senior residence facility campus at which alcoholic beverages are provided in accordance with IC 7.1-3-1-29.

◀ Retailer Permit

Carry-Out Supplement ▶

Due to answering in the prior section that we will have minors on the premises, we will need to answer the reason that it is allowable to have minors present. In this specific example, we will select the limited separation option which is listed as “Restaurant satisfies minimum food sales requirements under 905 IAC 1-41-2 and has limited separation”. In this specific example, if we were to refer to the rule 905 IAC 1-41-2, we would see that we must ensure we have either \$200,000 in food sales annually or have at least 60% of the gross food and alcoholic beverage sales or projected sales, not including carry out or catering food sales, in the sale of food. We will then click **Carry-Out Supplement** to proceed.

13. Carry-Out Supplement

Due to answering in a prior section that we would like to apply for carry-out alcoholic beverages, we will need to show whether the business qualifies. Any of the businesses described in this section would be disqualified from carry-out alcohol sales while holding this Beer Restaurant alcohol permit type.

Character of Business

Is the permit location a supermarket, grocery store, or delicatessen that is primarily engaged in the retail sale of a general food line, which may include: a) canned and frozen foods; b) fresh fruits and vegetables; and c) fresh and prepared meats, fish, and poultry?

Yes/No

Is the permit location a convenience store or food mart that is primarily engaged in: a) the retail sale of a line of goods that may include milk, bread, soda, and snacks; or b) the retail sale of automotive fuels and the retail sale of a line of goods that may include milk, bread, soda, and snacks.

Yes/No

Is the permit location a warehouse club, superstore, supercenter, or general merchandise store that is primarily engaged in the retail sale of a general line of groceries or gourmet foods in combination with general lines of new merchandise, which may include apparel, furniture, and appliances?

Yes/No

Is the permit location a specialty or gourmet food store primarily engaged in the retail sale of miscellaneous specialty foods not for immediate consumption and not made on the premises, not including a) meat, fish, and seafood; b) fruits and vegetables; c) confections, nuts, and popcorn; and d) baked goods?

Yes/No

Is a license issued by the State Board of Pharmacy held at the permit location?

Yes/No

In this example, none of the descriptions under character of business describe our example business, so we will accurately answer No to all of them and proceed to further questions in this section.

Request for Carryout Privilege's

Is this request for carry-out privileges for one of the following permit types?

City market licensed under IC 7.1-3-20-25?

Marina licensed under IC 7.1-3-1-25?

State park IC 7.1-3-17-8?

Golf course as described in IC 7.1-3-20-13-5 (A)?

Hotel as described in IC 7.1-3-20-18 or resort hotel as described in IC 7.1-3-20-21?

No

Restaurant that holds a brewer's permit under IC 7.1-3-2-7(5)?

No

Additional Qualification Questions

Was the permit originally issued or transferred as to location or ownership before November 1, 2016?

No

Do you swear or affirm under penalties of perjury that during the first two (2) years of operations with carry-out privileges at least sixty percent (60%) of your projected gross retail income from the sale of alcoholic beverages will be derived from the sale of alcoholic beverages for consumption on the licensed premises?

Yes

Do you understand that not more than one hundred eighty (180) days after the date the applicant begins or resumes alcoholic beverage sales with carry-out privileges, you shall provide a financial statement with sufficient information to show that during the first one hundred twenty (120) days of business operations with carry-out privileges, at least sixty percent (60%) of gross retail income from all alcoholic beverage sales was derived from sales of alcohol beverages for consumption on the premises?

Yes

◀ Minors On Premises

Floor Plans ▶

In this example, we will proceed with answering questions about whether we are applying for any permit types or scenarios described. If any of the permit types or scenarios apply, we would *not* be disqualified from carry-out, but rather our permit would receive a particular carry-out status referred to as Grandfathered/Exception.

In the third section, we will answer a question regarding the date this permit was issued. For any fully new application, the answer to this question will always be No. If there are no reasons that the permit would be granted a Grandfathered/Exception carry-out status, then two additional questions will populate that will need affirmed that at least 60% of alcohol of projected alcohol sales will be on-premises and that a carry out 6 month report will be filed within 180 days. Click ***Floor Plans*** to proceed.

14. Floor Plans


You are required to upload the **Floor Plans** for the premises.

INSTRUCTIONS: Applicant must submit floor plan drawing on letter size paper (8½" x 11") attached to this application. The drawing must show dimensions and identifications of any existing family room(s), seating arrangement(s), ballroom(s), bar(s), dance floor area(s), kitchen area(s), restrooms, storage and office areas, entrances/exits, patios, beer gardens, service windows, and alcoholic beverage display areas for all types of permits. Please sign and date the drawing.

NOTE: All drawings must be approved by the Commission before the permit is issued. If you wish to receive preliminary approval before construction begins, contact your local excise district office. Contact information for local excise district offices can be found at <http://in.gov/atc/iseq/2379.htm>

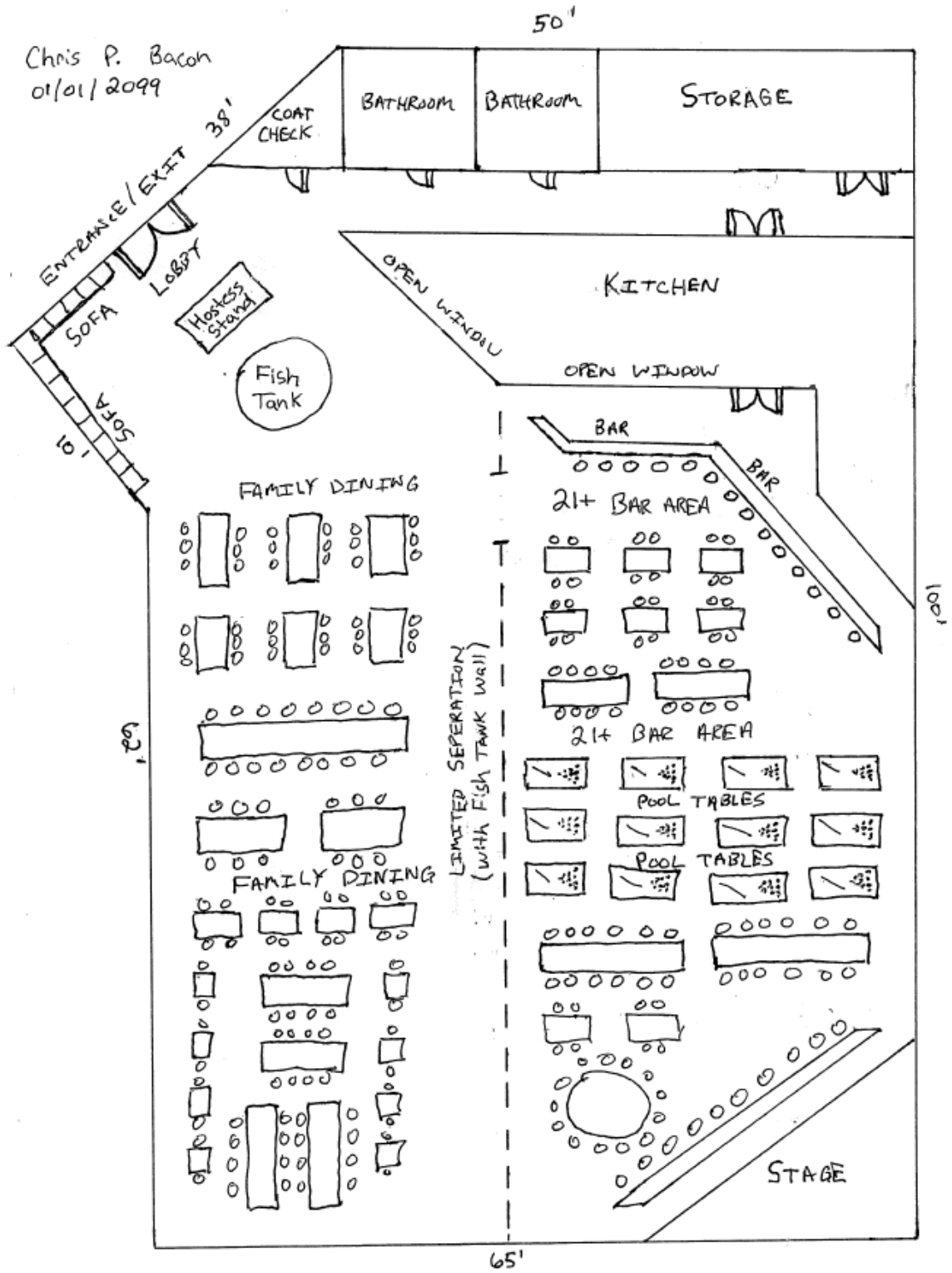
Upload all required documentation. Most file types supported such as, PDF, XLS, DOC, and some image files not to exceed 20 MB in size/per file uploaded.

You will need to upload the floor plan(s).


floorplans.pdf

Drag 'n' drop files here, or click to select files.

Once on the floor plans page, you will upload a copy of your floor plan. They can be either professionally drawn, or also a hand drawn version of the floor plan is acceptable, so long as it includes proper detail mentioned in the instructions. On the following page is an example of an acceptable hand drawn floor plan.



◀ Carry-Out Supplement

Additional Documentation ▶

Once uploaded, we will then click **Additional Documentation** to proceed.


15. Additional Documentation

In the Additional Documentation section, you will upload the remaining attachments to complete your application. The County Verification of Business Location form and Property Tax Clearance Schedule form are required under all circumstances, unless the application is applied as Location Pending. The Certificate of Existence is required if a company is applying. Additional attachments such as multiple levels of ownership may be needed if applicable in the specific case.

Please ensure all documentation has been uploaded before submitting payment. You will not have an opportunity to add missing documentation to this application once submitted online. Additional document(s) will need to be mailed to ATC.

- A copy of your Certificate of Existence can be obtained from the Indiana Secretary of State by visiting the [INBiz website](#).
- Property Tax Clearance and County Verification forms can be downloaded from the [ATC website](#).


Upload a copy of Certificate of Existence with the Indiana Secretary of State.


Certificate_of_Existence.pdf

Drag 'n' drop files here, or click to select files.

The Certificate of Existence is obtained from the Indiana Secretary of State's office and shows that a company is currently valid to do business in Indiana. A link is provided within the application to obtain one, if you do not already possess a copy.

Upload County Verification Form (State Form 44184).


County_Verification.pdf

Drag 'n' drop files here, or click to select files.
Upon uploading we will verify that your files are correct

The County Verification of Business Location form must have the address line completed by the applicant with the full entire physical address including street and number (suite, if applicable), city, state, and zip code. **The address line must fully and completely match the physical address for which the applicant is applying at or the application will be rejected and returned.** Take or submit the form to County Surveyor of the specific county the business is located in and they will check the appropriate box on the form, and write the incorporated city name, if applicable, for the jurisdiction. They will sign and date the bottom of the form after verifying. The form is divided into two sections. The first section is labeled as "All Counties Except Marion County" and applies to all other 91 counties outside of Marion County. Within that section, the County Surveyor will select the jurisdiction that they have determined the physical address that is being applied at to be located in. If it is within the incorporated city limits of a city, they will check the first box and write the city name. If it is within the unincorporated area of a county, outside of the incorporated city limits of any city, they will check the second box. The second section is

labeled as “Marion County Only” and is solely used for permits being applied for within Marion County. **The jurisdiction that the County Surveyor verifies the physical address for which the applicant is applying at must match the jurisdiction on the *Getting Started* section of the application or the application will be rejected and returned.** Below is an example of a County Verification of Business Location form.



COUNTY VERIFICATION OF BUSINESS LOCATION
 State Form 44184 (R5/12-11)

ALCOHOL & TOBACCO COMMISSION
 302 W. Washington Street, Room E114
 Indianapolis, IN 46204
<http://www.IN.gov/atc>

TO THE INDIANA ALCOHOL AND TOBACCO COMMISSION:

I verify that **302 West Washington Street, Suite E114, Indianapolis, IN 46204**
(Address)

ALL COUNTIES EXCEPT MARION COUNTY

is within the corporate limits of city or town of _____.

is outside the corporate limits of city or town of _____.

the premises is located outside the corporate limits of an incorporated city or town and the premises are within, or in immediate proximity to an unincorporated town, which unincorporated town meets these qualifications:

(1) which has been a settlement or a group of residences for more than ten (10) years;

(2) to which the inhabitants of the surrounding countryside resort for purchases or public

(3) which has borne a name and has been known by that name for more than ten (10) years.

The county surveyor of the county in which the premises is located shall certify the information set forth below:

_____ are within or are in immediate
(Address)
 proximity to the unincorporated town known as _____

_____, which has borne this name and has been known by this name for more than ten (10) years and has been a settlement or a group of residences for more than ten (10) years to which the inhabitants of the surrounding countryside resort for purchases, public meetings, or as a community or neighborhood center.

MARION COUNTY ONLY

Is within the corporate limits of a consolidated city and


is within the corporate limits of the excluded city or town of _____.

is within the fire special service district as determined on the December, 1992, Department of Metropolitan Development map (no "unincorporated" permits may locate here).

is outside the boundary of the fire special service district as determined on the December, 1992, Department of Metropolitan Development map and all excluded cities or towns.

Signature of County Surveyor SIGNATURE OF COUNTY SURVEYOR	Date (month, date, year) 01/01/2099
---	---


Upload Property Tax Clearance (State Form 01462).




Property_Tax_Clearance_Schedule.pdf

Drag 'n' drop files here, or click to select files.
Upon uploading we will verify that your files are correct

The Property Tax Clearance Schedule form will primarily be completed by the applicant, and then taken to or submitted to the County Treasurer of the county the physical address for which the applicant is applying at is located. The "Name of individual or company line" must fully and completely match the "Full Name" line under the *Business Information* section of the application. The permit location line must fully and completely match the physical address for which the applicant is applying at, under the *Premises Information* section of the application. The Property Tax Clearance Schedule must be signed off by the County Treasurer, indicating no property taxes are due, and it must have a visible raised embossing. It is suggested to take a good quality photo, as opposed to a scan, if uploading digitally, since a scan of a Property Tax Clearance Schedule will often result in the raised embossing not being visible. **If the Property Tax Clearance Schedule is not fully and properly completed, it will be rejected and returned.**

	<p>PROPERTY TAX CLEARANCE SCHEDULE - FORM NO. 1 (For a <input type="checkbox"/> Person <input type="checkbox"/> Business <input type="checkbox"/> Corporation) State Form 1462 (R8 / 7-10) Approved by State Board of Accounts, 2011 INDIANA ALCOHOL AND TOBACCO COMMISSION</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>ATC permit number Pending</td> </tr> <tr> <td>Expiration date (month, day, year)</td> </tr> </table>	ATC permit number Pending	Expiration date (month, day, year)
ATC permit number Pending				
Expiration date (month, day, year)				
MUST HAVE VISIBLE RAISED EMBOSSING OR INVALID				
Name of individual or company XYZ 123 Inc If transfer, give former name of business		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">TYPE <i>(Check all that apply)</i></td> </tr> <tr> <td> <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer <i>(Check all that apply)</i> <input type="checkbox"/> Ownership <input type="checkbox"/> Location <input type="checkbox"/> Stock </td> </tr> </table>	TYPE <i>(Check all that apply)</i>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer <i>(Check all that apply)</i> <input type="checkbox"/> Ownership <input type="checkbox"/> Location <input type="checkbox"/> Stock
TYPE <i>(Check all that apply)</i>				
<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer <i>(Check all that apply)</i> <input type="checkbox"/> Ownership <input type="checkbox"/> Location <input type="checkbox"/> Stock				
Mailing Address (street and number of rural route) 302 West Washington Street, Suite E114 City: Indianapolis State: IN ZIP Code: 46204 Doing business as (DBA) XYZ 123 Bar Permit location (street address) 302 West Washington Street, Suite E114 City: Indianapolis State: IN ZIP Code: 46204		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">STATUS</td> </tr> <tr> <td> <input type="checkbox"/> Permit escrow <input type="checkbox"/> DBA change </td> </tr> </table>	STATUS	<input type="checkbox"/> Permit escrow <input type="checkbox"/> DBA change
STATUS				
<input type="checkbox"/> Permit escrow <input type="checkbox"/> DBA change				
I, Treasurer of _____ County, hereby certify that the person or company named above has paid all property taxes in 20 _____ (for 20 _____ assessment) and property taxes for all prior years, or is exempt from property tax by reason of _____				
Signature of County Treasurer SIGNATURE OF COUNTY TREASURER		Date (month, day, year) 01/01/2099		

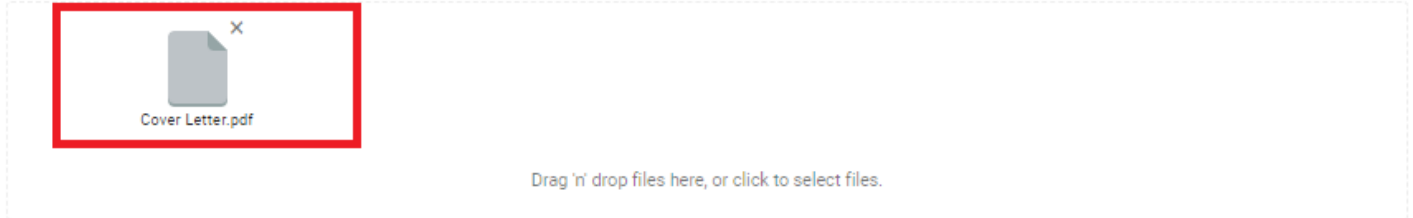
This section completed by County Treasurer

	<p>PROPERTY TAX CLEARANCE SCHEDULE - FORM NO. 1 (For a <input type="checkbox"/> Person <input type="checkbox"/> Business <input type="checkbox"/> Corporation) State Form 1462 (R8 / 7-10) Approved by State Board of Accounts, 2011 INDIANA ALCOHOL AND TOBACCO COMMISSION</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>ATC permit number Pending</td> </tr> <tr> <td>Expiration date (month, day, year)</td> </tr> </table>	ATC permit number Pending	Expiration date (month, day, year)
ATC permit number Pending				
Expiration date (month, day, year)				
MUST HAVE VISIBLE RAISED EMBOSSING OR INVALID				
Name of individual or company XYZ 123 Inc If transfer, give former name of business		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">TYPE <i>(Check all that apply)</i></td> </tr> <tr> <td> <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer <i>(Check all that apply)</i> <input type="checkbox"/> Ownership <input type="checkbox"/> Location <input type="checkbox"/> Stock </td> </tr> </table>	TYPE <i>(Check all that apply)</i>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer <i>(Check all that apply)</i> <input type="checkbox"/> Ownership <input type="checkbox"/> Location <input type="checkbox"/> Stock
TYPE <i>(Check all that apply)</i>				
<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer <i>(Check all that apply)</i> <input type="checkbox"/> Ownership <input type="checkbox"/> Location <input type="checkbox"/> Stock				
Mailing Address (street and number of rural route) 302 West Washington Street, Suite E114 City: Indianapolis State: IN ZIP Code: 46204 Doing business as (DBA) XYZ 123 Bar Permit location (street address) 302 West Washington Street, Suite E114 City: Indianapolis State: IN ZIP Code: 46204		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">STATUS</td> </tr> <tr> <td> <input type="checkbox"/> Permit escrow <input type="checkbox"/> DBA change </td> </tr> </table>	STATUS	<input type="checkbox"/> Permit escrow <input type="checkbox"/> DBA change
STATUS				
<input type="checkbox"/> Permit escrow <input type="checkbox"/> DBA change				
I, Treasurer of _____ County, hereby certify that the person or company named above has paid all property taxes in 20 _____ (for 20 _____ assessment) and property taxes for all prior years, or is exempt from property tax by reason of _____				
Signature of County Treasurer SIGNATURE OF COUNTY TREASURER		Date (month, day, year) 01/01/2099		

This section completed by County Treasurer

Next upload any remaining attachments you need or would like to include with the application. One example item that might be uploaded is a cover letter, particularly in cases of when a private application preparer or ATC POA is filing, however a cover letter is not a requirement. A cover letter could be used to communicate anything additional that is wanted to be communicated to the ATC.

Upload any additional documentation not already uploaded in previous sections.



Drag 'n' drop files here, or click to select files.

← Floor Plans

Affirmation Of Applicant ▶

Once we have finished uploading any final attachments for the application, and carefully reviewed the information throughout the application for any errors, we will click on **Affirmation of Applicant** to proceed.

16. Affirmation of Applicant

Fully and carefully review the *Affirmation of Applicant* page. Please be sure all information is truthfully and accurately submitted throughout the applicant, and understand that it is felony to misrepresent or falsify any portion of the application or attached documents. If understood, click **Finish** to proceed. **After Finish is clicked, the jurisdiction permit quota is again checked, if applicable. That quota slot is officially held after you have completed payment per the instructions in the next section.**

This application MUST be signed by the applicant or an individual with a proper Power of Attorney on file with the ATC for the applicant. Please click the box below and type your full name. If signing as a Power of Attorney, please type your name followed by the word "for" and the applicant's name. EXAMPLE: Larry Lawyer POA for John Doe, Applicant.

By checking the box and typing your name you hereby swear or affirm under the penalties of perjury the following:

"I certify that this application was completed by myself or by the preparer identified herein. I certify that I have read this completed document and that all information provided herein and on any attachments is true and correct.

I UNDERSTAND THAT IT IS A FELONY TO MISREPRESENT OR FALSIFY ANY PORTION OF THIS APPLICATION OR ATTACHED DOCUMENTS.

I hereby consent for the duration of the permit term to inspection and search by an enforcement officer, without a warrant or other process, of my licensed premises, any approved satellite facility, approved storage facility, and vehicles to determine compliance with the provision of Indiana Code 7.1"

I hereby swear or affirm to the above.

Full Name (Larry Lawyer POA for John Doe, Applicant)

Chris P. Bacon

Date



◀ Additional Documentation

FINISH

17. Fees

Fee	Amount
Application Fee	\$500.00
Orange Sign Fee and Keg Book	\$2.00
Total	\$502.00

BACK

PAY

Once the fee page loads, the regular state fees for the permit type will be calculated, including for any orange Public Notice Sign, if applicable, and it will populate on the left side of your screen. On the right side of your screen, you will see a generated summary of all of the inputted information for the application that you may give one final review of before submitting payment. Attachments that were uploaded will not display in the summary of the application. If you are ready to continue, you will click **Pay** to proceed.

18. Transaction Detail

1 Payment Type
 2 Customer Info
 3 Payment
 4 Submit Payment

Transaction Detail

The following amounts will be remitted back to the agency.

SKU	Description	Unit Price	Quantity	Amount
3	Application Fee	\$500.00	1	\$500.00
60027	Orange Sign Fee and Keg Book	\$2.00	1	\$2.00
6266aceddccc09e9fd4ed9c1d	Service Fee	\$2.50	1	\$2.50
Total				\$504.50

Transaction Summary

Application Fee	\$500.00
Orange Sign Fee and Keg Book	\$2.00
Service Fee	\$2.50
Processing Fee	\$11.06
Total	\$515.56

Need Help?

Please complete the Customer Information Section.

Payment

Payment Type ✓

Credit/Debit Card

Customer Information

Complete all required fields [*]

Country *

United States ▼

First Name *

Chris ✓

Last Name *

Bacon ✓

Company Name

XYZ 123 Inc. ✓

Address *

123 Bacon Boulevard ✓

Address 2

City *

Indianapolis ✓

State *

IN - Indiana ▼ ✓

ZIP/Postal Code *

46204 ✓

Phone Number

(111) 111-1111 ✓

Email ?

xyz123bar@alc.in.gov ✓

Next ➤

Payment Information

Cancel




You will enter all of your appropriate payment information, payable by either credit or debit card. There will be a small service fee and small processing fee displayed to the right of the screen and then a bolded final total. This total will be the complete amount that will be paid for your application. Click **Next** and then credit card information will populate on the same screen.

Payment Information

Complete all required fields [*]

Credit Card Number * ?

Credit Card Number is missing.

Credit Card Type
  

Expiration Month *
 ✓

Expiration Year *
 ✓

Security Code * ?

Name on Credit Card *
 ✓

After entering credit or debit card information, click **Next** again and summary page will populate.

Payment

Payment Type



Credit/Debit Card

Customer Information



Edit

Address

Chris Bacon
XYZ 123 Inc
123 Bacon Boulevard
Indianapolis, IN 46204

Phone Number

(111) 111-1111

Country

United States

Email Address

xyz123bar@atc.in.gov

Payment Information



Edit

Credit Card

****1111
Exp. 12/2043

Name on Credit Card

Chris P. Bacon

Cancel

Submit Payment

Review the summary payment page of the inputted payment information and click **Submit Payment** to proceed.

19. Payment Receipt Confirmation

Next a payment receipt confirmation will be generated. This will be emailed to the email address that was input when completing payment. Additionally, the payment receipt confirmation can be printed by selecting the green *Print* button near the top right of the screen.

It is critical that the **Continue** button is clicked at the bottom of the screen, in order to complete the application. **If the application is exited without clicking Continue, the application will not be submitted.**

Payment Receipt Confirmation

Your payment was successfully processed.

Print 

Transaction Summary

Description	Receipt Confirmation	
		Amount
PLA Group 2 Renewals		\$504.50
Processing Fee		\$11.06
Total Amount Due		\$515.56

Transaction Detail

The following amounts will be remitted back to the agency.

SKU	Description	Unit Price	Quantity	Amount
3	Application Fee	\$500.00	1	\$500.00
60027	Orange Sign Fee and Keg Book	\$2.00	1	\$2.00
TPEFEE-02-fee	Service Fee	\$2.50	1	\$2.50
	Processing Fee	\$11.06		\$11.06
Total				\$515.56

Customer Information

Customer Name	Chris Bacon	Receipt Date	4/24/2023
Company Name	XYZ 123 Inc	Receipt Time	1:15:08 PM EDT
Local Reference ID			

Payment Information

Payment Type	Credit Card	Credit Card Number	*****1111
Credit Card Type	VISA	Order ID	

Billing Information

Billing Address	123 Bacon Boulevard	Phone Number	1111111111
Billing City, State	Indianapolis, IN	This receipt has been emailed to the address below.	
ZIP/Postal Code	46204	Email Address	xyz123bar@atc.in.gov
Country	US		

Continue

20. Submission Confirmed



Indiana Licensing Enterprise

Submission Confirmed!

Thank you for your submission. We have received your application and payment.

Applicant Name: XYZ 123 Inc

Application Type: New Dealer, Retailer, Manufacturer, and Wholesaler Permit Application

[Return to Dashboard](#)

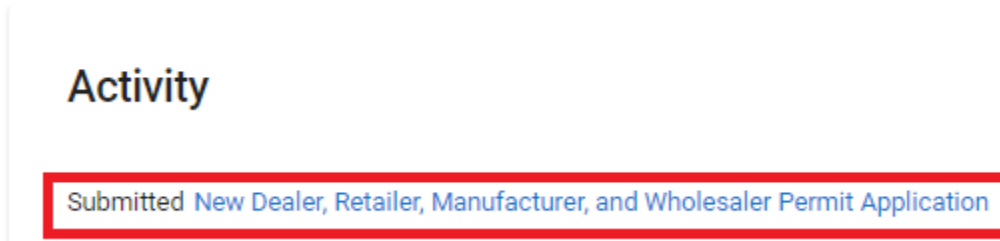
Congratulations! You have just fully completed submitting your application. Your application will be routed to the appropriate facility alcohol permit processor for the county you have applied in and will be processed.

New Application Processing & Review

1. Processing

Once submitted, the appropriate facility alcohol permit processor for your county will receive the application. The application will be reviewed to determine if all items and attachments have been appropriately completed, in order to allow the application to continue through the application process. The total process from start to finish can generally be expected to take 60 to 90 days, if all items are complete. Contact information for the facility alcohol permit processors of each county is linked to within the *Introduction* of this guide. If the application is considered sufficiently complete and continues through the application process, but additional items are needed, you will be contacting at the contact information provided in the *Business Information* section of the submitted application. If an ATC Power of Attorney form has been filed with the application, then the ATC Power of Attorney will instead be contacted.

Once an application has been successfully submitted online, a status of the processing can also be viewed from the main page of MyLicenseOne after logging in, by navigating to the “Activity” panel in the top right screen. This panel will sort applications by the most recently filed or edited. An example can be seen below:



If you navigate to the recently submitted application, you will see a status screen appearing as the below:

Indiana Licensing Enterprise

XYZ 123 Inc Status: Pending

New Dealer Retailer Manufacturer and Wholesaler Permit Application
Application Received Date: 01/18/2023

Application Process

ITEM	LICENSE TYPE	STATUS	DATE
Application Fees Paid	Beer Retailer - Restaurant	Completed	01/18/2023
Application Completed & Signed	Beer Retailer - Restaurant	In-Progress	
Corporate Officers & Shareholders List	Beer Retailer - Restaurant	In-Progress	
Zoning Affidavit (Marion County Only)	Beer Retailer - Restaurant	In-Progress	
Notify Neighbors of Location(Marion Cty)	Beer Retailer - Restaurant	In-Progress	
Floor Plans	Beer Retailer - Restaurant	In-Progress	
Property Tax Clearance	Beer Retailer - Restaurant	In-Progress	
County Tax Clearance-Marion County Only	Beer Retailer - Restaurant	In-Progress	
Commission Approval	Beer Retailer - Restaurant	In-Progress	
County Surveyor Form	Beer Retailer - Restaurant	In-Progress	
No Disqualifying Felonies	Beer Retailer - Restaurant	In-Progress	
Certificate of Existence (Corp Entities)	Beer Retailer - Restaurant	In-Progress	
Public Notice Sign Fee	Beer Retailer - Restaurant	In-Progress	
Final Inspection	Beer Retailer - Restaurant	In-Progress	
Orange Sign Affidavit	Beer Retailer - Restaurant	In-Progress	

Downloads

- Application
- Manager_Questionnaire_John_Smith.pdf
- ChrisPBacon_Conviction.pdf
- XYZ123inc_Violations.pdf
- Floorplans.pdf
- Certificate_of_Existence.pdf
- County_Verification.pdf
- Property_Tax_Clearance_Schedule.pdf
- XYZ123inc_Ownership_Structure.pdf

Filed Attachments

From this status screen, on the right side, you will have access to download both the application you filed, and any attachments you uploaded to it, if desired. On the left side, you will see a processing checklist that will update as the appropriate alcohol facility processor for the area verifies items as complete.

2. Public Notice Sign Mailed Out

If the application is considered sufficiently complete for processing, the first item that you will receive will be an orange Public Notice Sign, if you requested and paid for one. It will be mailed to the address listed in *Business Information* section of the application, otherwise known as the mailing address. The Public Notice Sign will have instructions printed on the back advising how to properly complete and post the sign. It will also have an Affidavit of Compliance form attached. You will want to keep this sign for posting once you receive the Local Board Hearing Notice. Once the Local Board Hearing Notice has been received, you will use the information on it to fully and properly complete and post the Public Notice Sign. The Public Notice Sign must be properly completed and posted a minimum of 10 days prior to the local board hearing. Failure to do so would result in your application being continued by the local board to the following month. The Affidavit of Compliance form will be turned in at the local board hearings hearing, where you will sign that you have properly posted it, so long as this is true.

Applications within Marion County will have additional items to complete after submitting their application, but before their local board hearing, which are listed in the “Marion County Alcoholic Beverage Board Checklist & Procedure”, linked below:

<https://www.in.gov/atc/files/MarionCoProcess2019.pdf>

Alternatively, once set, the Local Board Hearing date will be publicly viewable at the below E-Verification page, even before the notice is received, if you search for the application. Example search criteria would be a Profession of “Alcoholic Beverage”, a Facility Name of “XYZ 123 Inc” and License Status of “Pending”. These search criteria should be sufficient for you to find the application.

<https://mylicense.in.gov/everification/Search.aspx?facility=Y>

Additionally, local board hearing agendas are posted on the Indiana Alcohol & Tobacco Commission website. This can be navigated to by visiting in.gov/atc and clicking on Alcohol Resources on the menu and then Alcohol Permit Information. Once on this page scroll down slightly, and there will be a section titled “Local Alcoholic Beverage Board Hearings” with a link that says “Local Board Schedules & Information”. If you click this link, you will see hearings sorted by month that can be viewed. If you have previously looked up the application through the above E-Verification website, you will know the correct month to click on. Once on this page, you could either manually scroll through the hearings, or you could use a shortcut and press the CTRL key and F key on our keyboard together. This will bring up a search box where you could type information such as the name of our application, XYZ 123 Inc, in this case. That should bring us straight to the application’s local board hearing information, where you would find information sufficient to go ahead and post your Public Notice Sign. The below link will take you directly to the “Local Board Schedules & Information” page.

<https://www.in.gov/atc/alcohol-resources/alcohol-beverage-information/local-board-information-2021/>

Manufacturer & Wholesaler type applications will skip the step of posting a Public Notice Sign, as they will not have a local board hearing, other than Farm Winery Satellite applications.

3. Review

During the application process, a facility alcohol permit processor will be the first person to review the applications contents for sufficient completeness. After their review of these items, it will continue on through the process and

be reviewed by management and then a Commissioner. If any items are needed during this review, you will be contacted at the contact information provided in the *Business Information* section of the submitted application. If an ATC Power of Attorney form has been filed with the application, then the ATC Power of Attorney will instead be contacted.

During the review of the application, if it is a **Wholesaler or Manufacturer** application type, **which does not have a local board hearing**, the applicant will be contacted by Indiana State Excise Police to conduct a floorplan inspection of the premises, after the application has been reviewed, but before the application is voted upon by the Commission.

4. Local Board Hearing Notice Mailed Out

A few weeks before the local board hearing occurs, you will receive a notice in the mail identifying the application and listing a date, time, and location of the hearing. If you have not already done so, you will follow the instructions printed on the back on the Public Notice Sign, and ensure your sign has completely and properly posted a minimum of 10 days preceding the local board hearing. Failure to do so will result in the local board continuing your application to the following month.

5. Local Board Hearing Attendance

You will need to attend the local board hearing at the date, time, and location specified on the local board hearing notice. You will need to specifically ensure an owner or officer listed in the *Affidavit of Ownership* section of the application, or someone with an ATC Power of Attorney form filed with the application, attends the local board hearing. The person attending should be able to answer any and all questions that the local board may have. The public will be given an opportunity to remonstrate against the permit, if such remonstrators show up. After hearing the application, the local board will vote on the application. During the local board hearing, the Local Board Officer representative from Indiana State Excise Police will give instruction to the applicant on obtaining a floorplan approval, if the permit is ready to become operational.

6. Commission Approval/Denial

After the local board hearing has occurred, the local board will send its result to the Commission for consideration. The Commission will review the vote of the local board, and make a decision as to whether the permit will be approved or denied. If the application is denied, the applicant will be notified, and will have a period of 15 days to file an appeal, if desired.

7. Permit Issued

If the permit is approved, the permit will be issued and mailed, if there are no outstanding items preventing issuance.

If a floorplan has been approved by Indiana State Excise Police, the permit will be issued as an Active status and mailed to the applicant. During this time, **if the applicant has verified that the permit has indeed been issued as an Active status**, per Nonrule Policy ATC #21, the permit can be operated on for the first 15 days, without displaying the permit, in order to allow time for mailing. Nonrule Policy ATC #21 is linked below:

<http://iac.iga.in.gov/iac/20170830-IR-905170392NRA.xml.html>

If an Escrow non-operational status has been approved, the applicant will receive an escrow approval letter by email indicating this. A physical permit is not printed in cases where a permit is issued into an Escrow non-operational status.

Once issued, the permit will populate in the applicants list of permits on MyLicenseOne under the “Licenses” section on the left side of the screen, where it will list a status and expiration date.

Indiana Licensing Enterprise

[APPLY FOR A LICENSE](#)

Licenses

XYZ 123 Inc

...

Type	License Number	Status	Expiration	Actions
Beer Retailer - Restaurant	RR4939282	Active	1/1/2035	...

Online Renewal Applications

Applying for a Renewal of a Facility Alcohol Permit

1. Add an Existing Permit to the Account

Once logged in to MyLicenseOne, if the alcohol permit is not already linked to the account, click the text at the bottom of the page titled, **“Don’t see your license? Click here to search for it.”**

(Note: If the permit initially originated by applying online from the MyLicenseOne account being used, it should most likely already be linked to the account.)



Indiana Licensing Enterprise

Indiana Licensing Enterprise

INITIAL APPLICATION

Licenses

[Don't see your license? Click here to search for it.](#)

2. Find My License

There will then be a prompt asking for two pieces of information which include a license number and a registration code.

The license number will be the existing permit number for the alcohol facility permit, which is typically two letters followed by seven numbers, such as RR1234567.

The registration code is a confidential piece of information for the permit holder which allows the permit to be added to a MyLicenseOne account. The number of digits in this number can vary, the main place of locating it will be a renewal reminder that is either emailed or mailed to the permit holder. **The permit holder will receive a renewal reminder approximately 120 days preceding the expiration date of the permit.** If the permit has an email address on file for it, the renewal reminder will be emailed. If no email address is on file, the renewal reminder will be mailed to the mailing address of the permit. **The renewal reminder will list the permit number and registration code.** **If a permit holder can not locate their registration code, they can request it by contacting registrationcodes@atc.in.gov, however the registration code will **only** be supplied to the email address on file for either the permit holder or an email address on file for an ATC Power of Attorney.**

Below is an example of searching for an existing alcohol permit with the license number and registration code. Enter the license number and registration code and click **Find License** to proceed:

Find My License

Search for a license to associate with your profile.

License Number

Registration Code

Enter code exactly as provided including special characters.

CANCEL

Below is an example renewal notice:



STATE OF INDIANA
ALCOHOL AND TOBACCO COMMISSION

302 West Washington Street
IGCS Room E114
Indianapolis, IN 46204
Telephone 317 / 232-2430
Fax 317 / 233-6114
www.IN.gov/atc

XYZ 123 Inc.
302 West Washington Street, Suite E114
Indianapolis IN 46204

September 1, 2098

PERMIT RENEWAL NOTICE

Permit Number: RR1234567
Registration Code: 0123456789
Current Status: Active

Your Beer Wine & Liquor - Restaurant (210) permit expires on 01/01/2099
Your renewal application is now due.

- Online renewals are now available at <https://mylicense.in.gov/eGov/ML1.html>. For a step-by-step guide, please visit www.atc.in.gov, and navigate to the forms page through the Alcohol Permit Resources option on the menu. A direct link to the forms page is below.
- Application forms are available at <https://www.in.gov/atc/alcohol-permit-resources/alcohol-permit-applications-and-forms/> and may be submitted by mail or in-person. Please include the permit renewal fee with your application.
- If you submit a permit renewal application within 90 days of a permit expiration date, you may also complete and submit a Request for Extension (State Form 4125) and pay the \$200 permit extension fee to keep your permit in an operational status while your renewal is being processed. If a Request for Extension and extension fee is submitted, a renewal and renewal fee must be submitted with it. A Request for Extension does not apply to non-operational permits that are or will be deposited in escrow with the Commission.
- Please allow up to 90 days for the renewal process. You will be notified by mail if your permit is scheduled for a local board hearing in the county where the permit premises is located. You are required to appear for a local board hearing if you have received an administrative violation since your last permit renewal.
- Please make sure all contact information (including your mailing address, e-mail address, and phone number) is up-to-date prior to submitting a renewal application.
- For additional information, please visit our website at www.in.gov/atc.

3. Locate the Permit in the Licenses Panel

Once the alcohol permit is linked to the MyLicenseOne account, it will appear under the “Licenses” panel. If other permits are linked to the account, they will all appear in this same panel. Below is an example of the permit that will be used in this example:

The screenshot shows the Indiana Licensing Enterprise interface. At the top, there is a header with the logo and the text "Indiana Licensing Enterprise". Below this, there is a section titled "Indiana Licensing Enterprise" with a blue button labeled "INITIAL APPLICATION". The main content area is titled "Licenses" and shows a list of licenses for "XYZ 123 Inc". The list has columns for Type, License Number, Status, Expiration, and Actions. There are two licenses listed: "Catering" with license number CT0000001 and "Beer Wine & Liquor - Restaurant (210)" with license number RR1234567. Both are active and expire on 8/1/2023. A link at the bottom says "Don't see your license? Click here to search for it."

Type	License Number	Status	Expiration	Actions
Catering	CT0000001	Active	8/1/2023	...
Beer Wine & Liquor - Restaurant (210)	RR1234567	Active	8/1/2023	...

4. Begin the Renewal Process

Every alcohol permit under the “Licenses” panel will list columns including Type, License Number, Status, Expiration, and Actions. Under the “Actions” column, there will be three dots that can be clicked on to access available actions. Click on the three dots under the “Actions” column and then click **Renew License** to proceed.

This screenshot is similar to the previous one but highlights the "Actions" column. The three dots in the "Actions" column for the "Beer Wine & Liquor - Restaurant (210)" license are highlighted with a red box. A dropdown menu is open, showing two options: "Renew License" and "View License", both of which are also highlighted with red boxes. The rest of the interface is the same as in the previous screenshot.

Type	License Number	Status	Expiration	Actions
Catering	CT0000001	Active	8/1/2023	...
Beer Wine & Liquor - Restaurant (210)	RR1234567	Active	8/1/2023	...

- Renew License
- View License

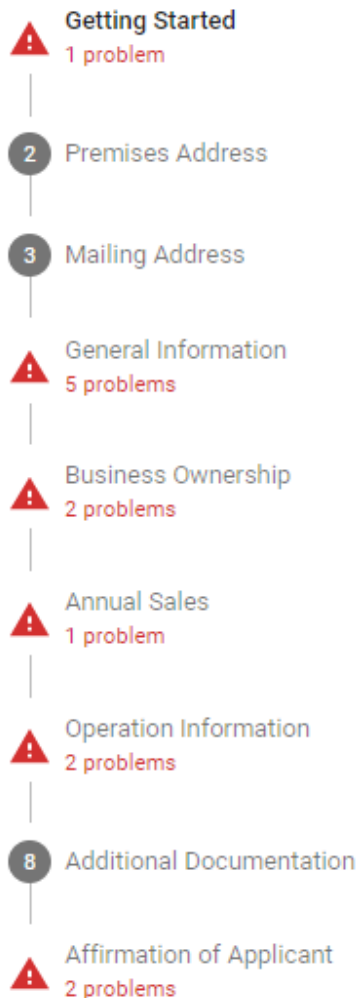
5. Renew Permit Application

The renewal application is dynamic and will populate only relevant sections and questions for the type of permit and circumstances based on your selections. This guide will not cover every potential scenario, but will give a general overview of the process. To the left of the screen you will see a general overview of the different items to complete. **Since the online application will populate only relevant sections and questions based upon your scenario, please complete the items in order and do NOT skip ahead.**

If an answer during the renewal process is disqualifying, either the renewal process itself, or in some cases the specific section, will be unable to proceed. Disqualifying answers will generally populate a notice before submitting the renewal, calling attention to a problem with the renewal that needs addressed. Please ensure to carefully read each question and provide accurate answers.

In this example, we will be renewing a Beer, Wine, & Liquor Restaurant type 210 permit. **In your specific scenario, you may be renewing a different permit type with different questions.** Below is an **example** of the items that will be completed.

Renew Permit Application



6. Getting Started

The *Getting Started* section will ask who is filling out the online application. **Please note the important renewal notice in this section that will describe who can complete a renewal.** The Business Name line will specify the entity or person that the permit is issued under and can not be changed except for by transfer of the permit. Other fields will also be unable to be modified, including permit number, permit type, and permit status. In this example, we will select Owner and then click on the **Premises Address** button to proceed.

Getting Started

Renewal Notice

This renewal may only be completed by the permit applicant either in their individual capacity or as the owner or manager with a valid manager's questionnaire on file of a business applying for the permit, or by a person with a valid Power of Attorney to act on the applicant's behalf. The information entered here will be used by the ATC in future correspondence regarding the permit application and, if issued, the permit.

Business Name
XYZ 123 Inc

Permit Number
RR1234567

Permit Type
Beer Wine & Liquor - Restaurant (210)

Permit Status
Active

Who will be renewing this permit?

Owner

Premises Address ▶

7. Premises Address

The *Premises Address* section will list information about the premises address to be confirmed or updated. The "Doing Business As" field can be updated if it has changed. **Please note that the "Doing Business As" name is simply a name the business is known as, such as what a sign on a building might say, and it is **NOT** the name of a different legal entity or person than what the permit is issued to.** The premises address of the permit can not be changed except for by transfer of the permit. In this example, the entity authorized to operate on the permit is XYZ 123 Inc, however the "Doing Business As" name is XYZ 123 Bar. The "Phone" field on this page refers to the phone number of the premises address itself, and can be updated if it has changed.

Premises Address

i Premises Address (Location where alcoholic beverages are dispensed). This is provided for informational purposes. To change locations, you must submit a Transfer of Location, if applicable.

Doing Business As
XYZ 123 Bar

Address Line 1
302 West Washington Street, Suite E114

Address Line 2

City
Indianapolis

State
IN

Zip Code
46204

Phone
(111) 111-1111

◀ Getting Started

Mailing Address ▶

Click **Mailing Address** to proceed.

8. Mailing Address

The *Mailing Address* section will list the preferred mailing address, email address, and phone number of the business. Any mail, including any notices such as for violations or expiring permits, will be mailed to this address. The email address listed here will be the preferred email contact for the permit, and the phone number will be the preferred contact phone number for the business. All of these fields can be updated if they have changed.

Mailing Address

i Business Entity Mailing Address Review
Please ensure the Mailing Address we have on record is still correct.

Address Line 1
302 West Washington Street, Suite E114

Address Line 2

City
Indianapolis

State
IN

Zip Code
46204-

County
Marion

E-mail Address
xyz123bar@atc.in.gov

Phone Number
(111) 111-1111

◀ Premises Address


General Information ▶

Click **General Information** to proceed.


9. General Information

The *General Information* section will ask general qualification questions. When completing the question regarding if any other alcohol permits are held under Indiana Code 7.1, this question is referring to whether ANY entities or individuals with an interest in the permit being renewed also have an interest in ANY other alcohol permits issued under Indiana Code 7.1; If so, the permit numbers can either be typed out or a list can be uploaded.

General Information

 Carefully read and answer the following questions.

Do you have the right to possess (rent, mortgage, or own) the permit premises for the term of the permit?
Yes/No


Have there been any changes in the existing operation, floor plans, or seating accommodations since you last applied for or renewed this permit or that have not yet been approved by Indiana State Excise Police?
Yes/No
 

Do any individuals, corporations, limited liability companies, limited liability partnerships, partnerships or stock owners, members, or partners of such entities have any interest, either directly or indirectly, in any other permits or registrations of any kind issued under Indiana Code 7.1 connected with, but not limited to, the production, distribution, transportation, or sale of alcoholic beverages?
Yes/No

Enter Permit number

If a large number of permits are held, a list can be uploaded here

Since your last renewal, have you or anyone with an interest in this permit been convicted of a misdemeanor or felony? (If yes, please attach letter with dates, court, conviction, and sentence of conviction.)
Yes/No

 I understand that an Excise Officer may enter, inspect, and search your permit premises without a warrant or other process to determine if you are complying with the provisions of the Indiana alcoholic beverage laws/rules. (IC 7.1-3-1-6.)

I agree.

[← Mailing Address](#) [Business Ownership →](#)

Click **Business Ownership** to proceed.

10. Business Ownership

In the *Business Ownership* section, the existing ownership and management will either need confirmed, if it has not changed, or updated, if it has changed. The “Corporate Personnel” area will summarize the listed ownership of entity or person holding the permit, whether that ownership is other entities or individual persons. Only the first level of ownership will be summarized, therefore if the ownership structure consists of multiple levels of entities, the further levels of ownership will not be summarized in this section.

If the permit is held directly by a person as a Sole Proprietorship or by individuals in a General Partnership, the ownership can only be changed by transfer of the permit.

If the permit is held by an entity and its ownership/officers has changed, a completed Disclosure of Interested Parties form listing the new ownership will need uploaded. Depending upon the circumstances, additional forms or documentation may be necessary, including any attachments disclosing additional levels of ownership, if there are multiple levels of ownership. If ownership has not changed, then a Disclosure of Interested Parties form does not need uploaded. *(NOTE: if there are multiple levels of ownership, this information can be uploaded in the "Additional Documentation" section of the renewal, later in the renewal.)*

Manager Questionnaire forms for General Managers, managers ordering alcohol from a distributor, or individuals/entities with a purchase agreement to buy the permit who are authorized by the permit holder to operate on the permit can be uploaded in this section. Managers do not need listed on a Disclosure of Interested Parties form. If a manager is already appearing under the "Corporate Personnel" area of this section, then a Manager Questionnaire form does not need uploaded for them.

Individuals with an ATC Power of Attorney form on file will also appear under the "Corporate Personnel" area of this section, but they do not need listed on a Disclosure of Interested Parties form. If an individual is completing this renewal with an ATC Power of Attorney form and it is not listed under the "Corporate Personnel" area, then they should upload the ATC Power of Attorney form under the "Getting Started" section of the renewal, at the beginning.

Business Ownership

Ownership Notice

If the ownership changed by transfer or sale of stock interest since you last applied for renewal, you must submit a Disclosure of Interest Parties Form & Declaration. If the ownership changed due to death of owner, submit a copy of the death certificate and probate documents. If the ownership changed due to a court proceeding, submit the court order.

Note: An applicant or permittee is required to have on file with the commission information on each person or entity holding at least a two percent (2%) interest in the permit. If a publicly traded corporation has an interest, the list shall provide the name and address of only:

1. The chief executive officer;
2. The chief financial officer;
3. The chief operating officer; and
4. The members of the board of directors.

Changes to this information shall be submitted to the commission on the Disclosure of Interested Parties Form & Declaration re: Update to Corporate Ownership form signed by a majority of listed owners. Forms can be found at <https://www.in.gov/atc/alcohol-resources/alcohol-beverage-applications-and-forms/>.

Corporate Personnel

Chris Bacon [object Object] President 50

Bacon Galactic Enterprises Inc Parent Company/Owner
50

ADD

Has the ownership structure changed since the initial application or last renewal?

Yes/No


No

Do you need to update the premises manager?

Yes/No

Yes

Upload a completed State Form 40767 Manager Questionnaire.


Manager_Questionnaire_John_Smith.pdf

Drag 'n' drop files here, or click to select files.
Upon uploading we will verify that your files are correct

◀ General InformationAnnual Sales ▶

Click **Annual Sales** to proceed.

11. Annual Sales

The *Annual Sales* section will ask questions including whether the permit is in escrow as non-operational, whether it is closed, and potentially other questions pertaining to need to report annual sales figures, if they apply for the specific permit type. The current status of the permit is listed on the *Getting Started* section of the renewal; if the permit is in escrow currently, it will be specified on the status.

Annual Sales

i Annual Sales/Production (All figures are subject to verification by the Indiana Department of Revenue.)

Is the permit currently in escrow?
No

Is the permit currently closed?
No

Do you hold a retail permit with limited bar/family room separation?
Yes i

Beginning date of report: 03/01/2022 i Ending date of report: 03/01/2023 i

Annual Food Sales: 600000

Gross alcoholic beverage sales: 200000

Total Gross Sales (Gross Non-Alcoholic Sales + Gross Alcoholic Beverage Sales): 800000

◀ Business OwnershipOperation Information ▶

Click **Operation Information** to proceed.

12. Operation Information

The *Operation Information* section will ask whether there is a contract of any kind to sell the permit/business at this time and whether all employees have obtained employee alcohol permits, if required by Indiana Code 7.1. Also, if the alcohol permit is a type of Beer, Wine, & Liquor on-premise consumption permit, *such as a Beer, Wine, & Liquor Restaurant or Beer, Wine, & Liquor Hotel*, any existing Supplemental Catering permit to cater alcohol to off-site events with Excise Police approval will appear on this page. If a permit holder does not wish to renew a Supplemental Catering permit that they currently hold, they can click the trashcan icon to remove it from the renewal.

Operation Information

Is there a contract of any kind to sell the permit/business at this time?

Yes/No
No

Have all of your employees or servers obtained employee permits and completed employee training if required by Indiana Code 7.1?

Yes/No
Yes

Below are any catering permits you may hold. You may remove any catering permits you do not wish to renew.

Catering Permit: CT0000001



◀ Annual Sales

Additional Documentation ▶

Click **Additional Documentation** to proceed.

13. Additional Documentation


The *Additional Documentation* section will allow for any additional items needing or desired to be submitted with the renewal to be uploaded. Some potential example additional attachments could be the following:

- In most cases, a Property Tax Clearance Schedule
- If desired, a cover letter, particularly if an ATC Power of Attorney is filing and wants to communicate any information. This is not required.
- If an Active permit that has been expired in excess of 30 days, a floorplan affidavit, per Nonrule Policy ATC #26. Active permits expired in excess of 30 days require either a new floorplan approval by Excise Police, if the floorplan has changed since the floorplan was last approved, or if the floorplan has not changed since the last floorplan approval, a floorplan affidavit can be completed. A link to Nonrule Policy ATC #26 is below:
 - o <http://iac.iga.in.gov/iac/20190925-IR-905190493NRA.xml.html>
- Any other information the permit holder or ATC Power of Attorney would like to provide with the renewal.


Additional Documentation

Upload Property Tax Clearance (State Form 01462).


Drag 'n' drop files here, or click to select files.

 **Alert**
If a signed and embossed Property Tax Clearance Schedule is not submitted with the current renewal submission, it must be submitted later in the renewal process, before the permit can be renewed.

Please upload any additional documentation you would like the Commission to review with your renewal.


Cover Letter.pdf


Drag 'n' drop files here, or click to select files.

 **Extension requests:** If you are filing your application with less than 90 days remaining until the expiration of your permit, you may submit an extension request after this renewal is submitted. In the Licenses list on the My License One main page, select Request an Extension in the Actions list for this permit and complete the extension form and fee.


← Operation Information

Affirmation Of Applicant →

The Property Tax Clearance Schedule form will primarily be completed by the permit holder, and then taken to or submitted to the County Treasurer of the county the physical address for which the applicant is applying at is located. The "Name of individual or company line" must fully and completely match the "Business Name" line under the *Getting Started* section of the renewal. The permit location line must fully and completely match the physical address for which the applicant is applying at, under the *Premises Address* section of the renewal. The Property Tax Clearance Schedule must be signed off by the County Treasurer, indicating no property taxes are due, and it must have a visible raised embossing. It is suggested to take a good quality photo, as opposed to a scan, if uploading digitally, since a scan of a Property Tax Clearance Schedule will often result in the raised embossing not being visible. **If the Property Tax Clearance Schedule is not fully and properly completed, it will be rejected and returned.**

 <p>PROPERTY TAX CLEARANCE SCHEDULE - FORM NO. 1 (For a <input type="checkbox"/> Person <input type="checkbox"/> Business <input type="checkbox"/> Corporation) State Form 1482 (R6 / 7-10) Approved by State Board of Accounts, 2011 INDIANA ALCOHOL AND TOBACCO COMMISSION</p>	<p>ATC permit number Pending</p> <p>Expiration date (month, day, year)</p>
	<p>MUST HAVE VISIBLE RAISED EMBOSSING OR INVALID</p>
<p>Name of individual or company XYZ 123 Inc</p> <p>If transfer, give former name of business</p> <p>Mailing Address (street and number of rural route) 302 West Washington Street, Suite E114</p> <p>City Indianapolis State IN ZIP Code 46204</p> <p>Doing business as (DBA) XYZ 123 Bar</p> <p>Permit location (street address) 302 West Washington Street, Suite E114</p> <p>City Indianapolis State IN ZIP Code 46204</p>	<p>TYPE (Check all that apply)</p> <p><input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer (Check all that apply) <input type="checkbox"/> Ownership <input type="checkbox"/> Location <input type="checkbox"/> Stock</p> <p>STATUS</p> <p><input type="checkbox"/> Permit escrow <input type="checkbox"/> DBA change</p>
<p>I, Treasurer of _____ County, hereby certify that the person or company named above has paid all property taxes in 20 _____ (for 20 _____ assessment) and property taxes for all prior years, or is exempt from property tax by reason of _____</p>	
<p>Signature of County Treasurer SIGNATURE OF COUNTY TREASURER</p>	<p>Date (month, day, year) 01/01/2099</p>

This section completed by County Treasurer

 <p>PROPERTY TAX CLEARANCE SCHEDULE - FORM NO. 1 (For a <input type="checkbox"/> Person <input type="checkbox"/> Business <input type="checkbox"/> Corporation) State Form 1482 (R6 / 7-10) Approved by State Board of Accounts, 2011 INDIANA ALCOHOL AND TOBACCO COMMISSION</p>	<p>ATC permit number Pending</p> <p>Expiration date (month, day, year)</p>
	<p>MUST HAVE VISIBLE RAISED EMBOSSING OR INVALID</p>
<p>Name of individual or company XYZ 123 Inc</p> <p>If transfer, give former name of business</p> <p>Mailing Address (street and number of rural route) 302 West Washington Street, Suite E114</p> <p>City Indianapolis State IN ZIP Code 46204</p> <p>Doing business as (DBA) XYZ 123 Bar</p> <p>Permit location (street address) 302 West Washington Street, Suite E114</p> <p>City Indianapolis State IN ZIP Code 46204</p>	<p>TYPE (Check all that apply)</p> <p><input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer (Check all that apply) <input type="checkbox"/> Ownership <input type="checkbox"/> Location <input type="checkbox"/> Stock</p> <p>STATUS</p> <p><input type="checkbox"/> Permit escrow <input type="checkbox"/> DBA change</p>
<p>I, Treasurer of _____ County, hereby certify that the person or company named above has paid all property taxes in 20 _____ (for 20 _____ assessment) and property taxes for all prior years, or is exempt from property tax by reason of _____</p>	
<p>Signature of County Treasurer SIGNATURE OF COUNTY TREASURER</p>	<p>Date (month, day, year) 01/01/2099</p>

This section completed by County Treasurer

Next upload any remaining attachments you need or would like to include with the application.

Click **Affirmation of Applicant** to proceed.

14. Affirmation of Applicant

Fully and carefully review the *Affirmation of Applicant* page. Please be sure all information is truthfully and accurately submitted throughout the applicant, and understand that it is felony to misrepresent or falsify any portion of the application or attached documents. If understood, click **Finish** to proceed.

Affirmation of Applicant

INSTRUCTIONS: This application MUST be signed by the applicant or an individual with a proper Power of Attorney on file with the ATC for the applicant. Please click the box below and type your full name. If signing as a Power of Attorney, please type your name followed by the word "for" and the applicant's name. EXAMPLE: Larry Lawyer POA for John Doe, Applicant.

By clicking the box and typing your name you hereby swear or affirm under the penalties of perjury the following:

"I certify that this application was completed by myself or by the preparer identified herein. I certify that I have read this completed document and that all information provided herein and on any attachments is true and correct.

I UNDERSTAND THAT IT IS A FELONY TO MISREPRESENT OR FALSIFY ANY PORTION OF THIS APPLICATION OR ATTACHED DOCUMENTS.

I hereby consent for the duration of the permit term to inspection and search by an enforcement officer, without a warrant or other process, of my licensed premises, any approved satellite facility, approved storage facility, and vehicles to determine compliance with the provision of Indiana Code 7.1"

I hereby swear or affirm under the penalties of perjury to the above.

Full Name

EXAMPLE: Larry Lawyer POA for John Doe, Applicant

Chris P. Bacon

Date

04/05/2023



← Additional Documentation

FINISH

15. Fees

For a step-by-step guide regarding the *Fees* section of the renewal application, please refer to the *Fees* section of the *Applying for a New Facility Alcohol Permit* area of this guide. The location of this section can be located by reviewing the *Contents* overview at the beginning of this guide. The process will be the same. If viewing this guide electronically, that section can also be accessed by clicking [here](#).

16. Request for Extension

If a renewal is submitted less than 90 days preceding the expiration of a permit, and is unable to be renewed prior to the permit expiring, an extension can be submitted by navigating back to the permit on the “Licenses” panel, and selecting the three dots under the “Actions” column. Then “Request an Extension” can be selected. This option will ONLY appear *after* a renewal has been submitted. The extension fee is \$200. The renewal process can typically take 60 to 90 days. The extension will be reviewed prior to issuing.

Extension Request

Licensee Name
XYZ 123 Inc

Expiration Date
05/01/2023

An original letter of extension may only be granted only for good cause. Please provide the detailed reason for requesting this extension.

Reason
Renewal was not submitted timely due to traveling out of the country and losing track of expiration date of permit.

I acknowledge that it is my responsibility to submit extensions for my license.

FINISH

Once completing the Request for Extension form, click **Finish** to proceed and then navigate through the payment screen.

NOTE:

Active permits expired in excess of 30 days require either a new floorplan approval by Excise Police, if the floorplan has changed since the floorplan was last approved, or if the floorplan has not changed since the last floorplan approval, a floorplan affidavit can be completed. A link to Nonrule Policy ATC #26 is below:

- <http://iac.iga.in.gov/iac/20190925-IR-905190493NRA.xml.html>

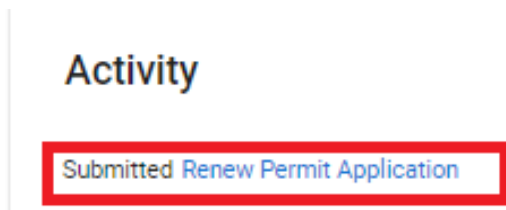
If a floorplan affidavit is being submitted, it can be uploaded in the *Additional Documentation* section of the renewal when submitting it, prior to completing the above Request for Extension process.

Renewal Processing & Review

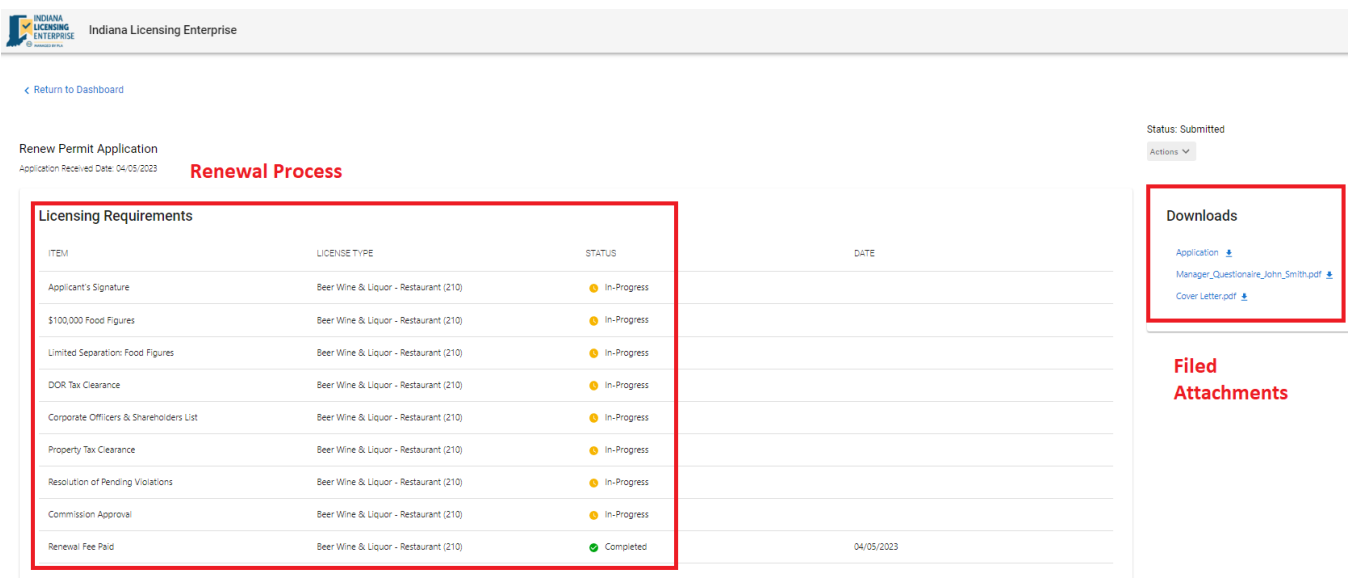
1. Processing

Once submitted, the appropriate facility alcohol permit processor for your county will receive the renewal. The renewal will be reviewed to determine if all items and attachments have been appropriately completed, in order to allow the application to continue through the renewal process. The total process from start to finish can generally be expected to take 60 to 90 days, if all items are complete. Contact information for the facility alcohol permit processors of each county is linked to within the *Introduction* of this guide. If the application is considered sufficiently complete and continues through the renewal process, but additional items are needed, you will be contacting at the contact information provided in the *Mailing Address* section of the submitted renewal. If an ATC Power of Attorney form has been filed with the application, then the ATC Power of Attorney will instead be contacted.

Once a renewal has been successfully submitted online, a status of the processing can also be viewed from the main page of MyLicenseOne after logging in, by navigating to the “Activity” panel in the top right screen. This panel will sort applications by the most recently filed or edited. An example can be seen below:



If you navigate to the recently submitted renewal, you will see a status screen appearing as the below:

A screenshot of the 'Renewal Process' status screen in the MyLicenseOne system. The page header includes the Indiana Licensing Enterprise logo and the text 'Indiana Licensing Enterprise'. Below the header, there is a navigation link 'Return to Dashboard'. The main content area is titled 'Renew Permit Application' and 'Renewal Process'. The application received date is '04/05/2023'. The status is 'Submitted'. On the left, a table titled 'Licensing Requirements' lists various items and their status. On the right, there is a 'Downloads' section with links to download the application, manager questionnaire, and cover letter. Below the downloads is a 'Filed Attachments' section.

ITEM	LICENSE TYPE	STATUS	DATE
Applicant's Signature	Beer Wine & Liquor - Restaurant (210)	In-Progress	
\$100,000 Food Figures	Beer Wine & Liquor - Restaurant (210)	In-Progress	
Limited Separation Food Figures	Beer Wine & Liquor - Restaurant (210)	In-Progress	
DOR Tax Clearance	Beer Wine & Liquor - Restaurant (210)	In-Progress	
Corporate Officers & Shareholders List	Beer Wine & Liquor - Restaurant (210)	In-Progress	
Property Tax Clearance	Beer Wine & Liquor - Restaurant (210)	In-Progress	
Resolution of Pending Violations	Beer Wine & Liquor - Restaurant (210)	In-Progress	
Commission Approval	Beer Wine & Liquor - Restaurant (210)	In-Progress	
Renewal Fee Paid	Beer Wine & Liquor - Restaurant (210)	Completed	04/05/2023

From this status screen, on the right side, you will have access to download both the renewal you filed, and any attachments you uploaded to it, if desired. On the left side, you will see a processing checklist that will update as the appropriate alcohol facility processor for the area verifies items as complete.

2. Extension Issuance (if applicable)

If the renewal was submitted less than 90 days preceding the expiration date, and if a Request for Extension was also submitted with the renewal, an extension will be issued and generally emailed to the permit holder or ATC Power of Attorney, if there are no issues preventing the issuance of an extension. The Request for Extension is not issued automatically when an online renewal is submitted, and will need processed, and potentially further reviewed, before being issued.

Online renewals only allow one extension to be submitted with a renewal. If future subsequent extensions are needed, a paper Request for Extension form and fee will need submitted. Subsequent extensions will require a vote of the Commission prior to issuance. This is detailed in Nonrule Policy ATC #29, linked below:

<http://iac.iga.in.gov/iac//20230301-IR-905230074NRA.xml.html>

If there is an unresolved violation pending before the Commission, any Request for Extension will require a vote of the Commission prior to issuance. This is detailed in Nonrule Policy ATC #29, linked below:

<http://iac.iga.in.gov/iac//20230301-IR-905230074NRA.xml.html>

3. Review

During the renewal process, a facility alcohol permit processor will be the first person to review the renewals contents for sufficient completeness. After their review of these items, it will continue on through the process and be reviewed by additional staff as needed for any items needing attention. If any items are needed during this review, you will be contacted at the contact information provided in the *Mailing Address* section of the submitted renewal. If an ATC Power of Attorney form has been filed with the application, then the ATC Power of Attorney will instead be contacted.

If it is a Wholesaler or Manufacturer renewal type, during the review of the renewal, there will not be a local board hearing. After the renewal has been reviewed and once all items are submitted complete, the renewal will be voted upon by the Commission.

4. Local Board Hearing Notice Mailed Out (if applicable)

If the permit is a Retailer or Dealer permit type, a few weeks before the local board hearing occurs, you will receive a notice in the mail identifying the renewal and listing a date, time, and location of the hearing. **The hearing notice will list potential reasons why a local board hearing may need attended.** If attendance is required, failure to do so will result in the local board continuing your application to the following month.

Local board hearing for Retailer or Dealer renewals are scheduled upon the first renewal of the permit. Additionally, they are then scheduled every other year, unless a violation occurs. If a violation has occurred since the last local board hearing, a local board hearing will be scheduled regardless, even if it would typically not be during that year.

5. Local Board Hearing Attendance (if applicable)

If attendance is required, you will need to attend the local board hearing at the date, time, and location specified on the local board hearing notice. The most common reason a local board hearing for a renewal would need attended, if is there have been violations since the last local board hearing. **Local board attendance is required if**

there has been a violation since the last local board hearing. You will need to specifically ensure an owner or officer listed in the *Business Ownership* section of the renewal or someone with an ATC Power of Attorney form filed with the renewal, attends the local board hearing. A local board may potentially allow a manager listed on a permit to attend a local board hearing, but there are circumstances in which the local board may require an owner/officer or ATC Power of Attorney to attend. The person attending should be able to answer any and all questions that the local board may have. The public will be given an opportunity to remonstrate against the permit, if such remonstrators show up. After hearing the application, the local board will vote on the application.

6. Commission Approval/Denial

After the local board hearing has occurred, the local board will send its result to the Commission for consideration. The Commission will review the vote of the local board, and make a decision as to whether the permit will be approved or denied. If the application is denied, the applicant will be notified, and will have a period of 15 days to file an appeal, if desired.

7. Virtual Escrow Hearing (if applicable)

If the permit is a Retailer or Dealer permit type and is currently held in an Escrow non-operational status, attendance to a virtual escrow hearing will be required if additional escrow time is needed. The initial escrow approval period is generally two years, though can vary slightly in cases where a permit was obtained by transfer, as opposed to issued as new.

For example, if a permit was expiring 01/01/2020 and it's escrow approval time was also only approved up to 01/01/2020, then a virtual escrow hearing will be scheduled and need attended *after* the Commissions regular renewal approval of the permit. The virtual escrow hearing is specifically related to the permit requesting additional time to be held in an Escrow non-operational status.

A virtual escrow hearing notice will generally be emailed to the email address listed on the renewal. In the case of an online renewal, there will always be an email address listed on the renewal when a permit holder or ATC Power of Attorney submits it.

8. Renewal Issued

If the renewal is approved, the renewal permit will be issued and mailed, if there are no outstanding items preventing issuance.

If the permit is in an Escrow non-operational status, the permit holder will receive an escrow approval letter by email indicating this. A physical permit is not printed in cases where a permit is issued into an Escrow non-operational status.

Once renewed, the expiration date will update in the permit holders list of permits on MyLicenseOne under the "Licenses" section on the left side of the screen, where it will list a status and expiration date.

Indiana Licensing Enterprise

[APPLY FOR A LICENSE](#)

Licenses

^ XYZ 123 Inc

...

Type	License Number	Status	Expiration	Actions
Beer Retailer - Restaurant	RR4939282	Active	1/1/2035	...

Frequently Asked Questions – Online Applications

1. How do I apply for a new Beer, Wine & Liquor Restaurant 210-1 permit?

The on-quota type of restaurant alcohol permits within the incorporated city limits of a city are Beer Restaurant type 103 permits, Beer & Wine Restaurant type 112 permits, and Beer, Wine, & Liquor Restaurant type 210 permits. Regarding Beer, Wine, & Liquor Restaurants, when the quota for Beer, Wine, & Liquor Restaurant type 210 permits fills within an incorporated city, that permit type can not be applied for as New. It can only be obtained by purchasing an existing permit holders permit, or by obtaining the permit at an ATC public auction of permits, if the type and jurisdiction of permit is available at a public auction.

Alternatively, per IC 7.1-3-20-11.5, Indiana has a small city provision allowing holders of Beer Restaurant type 103 permits or Beer & Wine Restaurant type 112 permits, within the incorporated city limits of a city under 25,000 population, to apply for an additional special type of permit on top of that permit called a Beer, Wine, & Liquor Restaurant 210-1. Additionally, a Beer Restaurant type 103 or Beer & Wine Restaurant type 112 permit can be applied for simultaneously with a Beer, Wine, & Liquor Restaurant type 210-1 permit. In order to apply for both permits simultaneously, there must be an available Beer Restaurant type 103 permit or Beer & Wine Restaurant type 112 permit available within the incorporated city. If neither of these types is available, these options can not be applied for as NEW permits.

In order to apply for the option of a New Beer Restaurant type 103 permit or Beer & Wine Restaurant type 112 permit and a Beer, Wine, & Liquor Restaurant type 210-1 permit, **TWO** complete applications with all required fees and attachments must be filed. This option can not be applied for with only a single application. In order to apply, first a complete application for a Beer Restaurant type 103 or Beer & Wine Restaurant type 112 permit must be applied for within the incorporated city limits of the desired jurisdiction. After submitting this complete application, the second complete application for a Beer, Wine, & Liquor Restaurant type 210-1 permit can then immediately be separately filed for. **If solely a Beer, Wine, & Liquor Restaurant type 210-1 application is submitted, without an existing or pending Beer Restaurant type 103 or Beer & Wine Restaurant type 112 permit at the location, the application will be rejected and returned.**

When the Indiana Alcohol & Tobacco Commission receives the two complete applications, they will be processed together. So long as they are submitted complete and together, the local board hearings for the permits should occur together at the same time, during the application process. Only one public notice sign needs posted in this circumstance. If the permits are later approved and issued, the Beer Restaurant type 103 or Beer & Wine Restaurant type 112 permit will obtain a status called *Underlying*. So long as the Beer, Wine, & Liquor Restaurant type 210-1 permit continues to exist in the future, the underlying permit will not need to be renewed annually. The Beer, Wine, & Liquor Restaurant type 210-1 permit would be issued with the applicable status, whether it is an *Active* status or *Escrow* non-operational status. The Beer, Wine, & Liquor Restaurant type 210-1 permit will need to be renewed annually. The holder a Beer, Wine, & Liquor Restaurant type 210-1 permit is not eligible to apply for carry-out alcohol sales of any type of alcohol.

2. If my renewal is submitted less than 90 days preceding the expiration of the permit, am I required to submit a Request for Extension?

If a renewal is submitted less than 90 days preceding the expiration of the permit, filing a Request for Extension is not necessarily required, though if the renewal process is unable to complete before it expires, a Request for Extension will be required. Please note that the nearer the expiration date is, the more likely a Request for Extension will be needed, particularly if a local board hearing needs scheduled during the specific renewal cycle. The renewal process

can generally take 60 to 90 days. Please allow time for processing. If a Request for Extension is submitted, and not needed, a \$200 extension fee can be refunded, however the online processing fee of a few dollars would be unable to refunded.