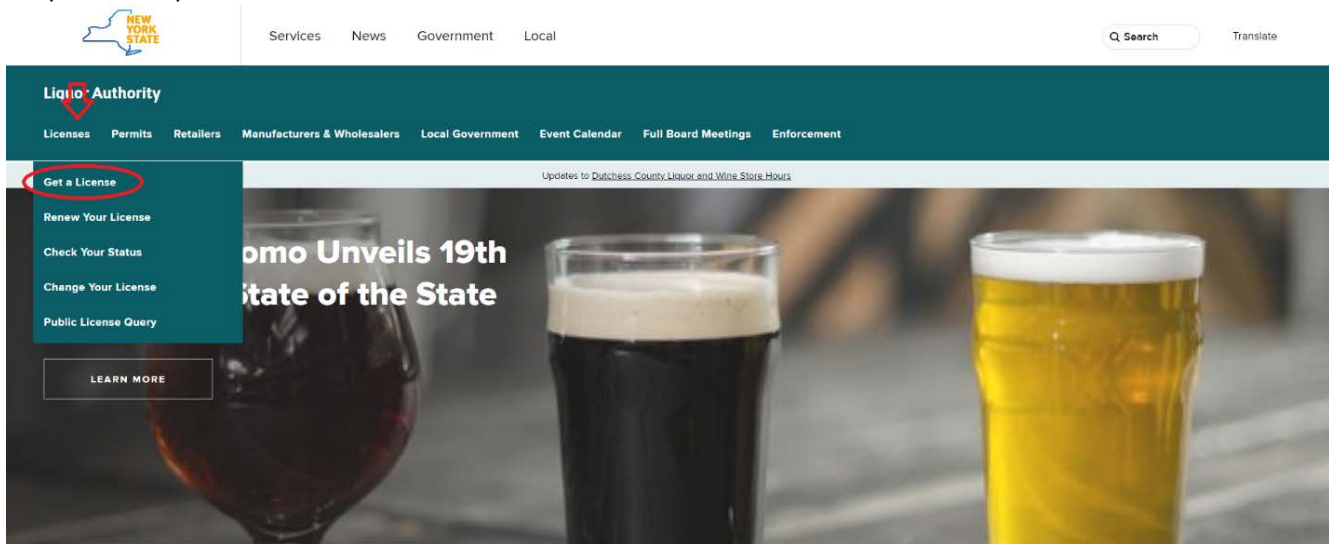
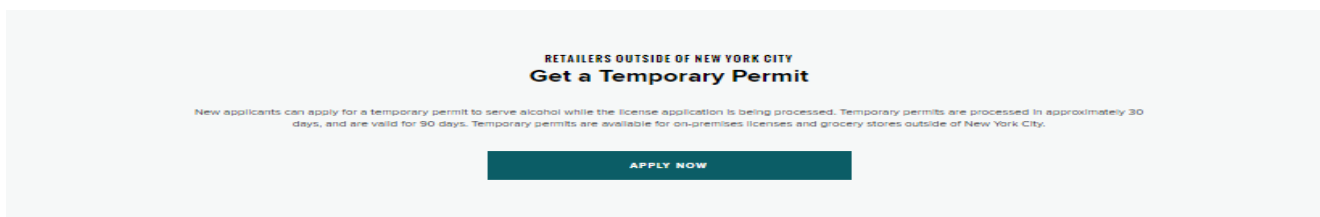


TUTORIAL: HOW TO APPLY FOR AN SLA LICENSE

1. From the SLA homepage (www.sla.ny.gov), hover over Licenses (red arrow), and click Get a License (red circle).



2. From the Get a License page, select the type of license you are interested in applying for, i.e., retail on premises (bar, tavern, restaurant), retail off premises (grocery store, liquor store), manufacturing, or wholesale (red circles). For the purposes of this tutorial we will apply for a tavern liquor license, retail on premises (red arrow).



3. From the Retail On Premises page, you'll see a brief description of each license type.

Business Express Start Your Business Run Your Business Creating Opportunity Search Index A-Z [Login](#) [Register](#)

Alcoholic Beverage On Premises Licenses

Allows a person to sell alcoholic beverages to patrons. The sale of food is a requirement for all license applicants.

Overview

Hotel: Allows a person to serve alcoholic beverages in a hotel for on premises consumption. A hotel is a building regularly used for the feeding and lodging of guests. The hotel must have a kitchen and full restaurant operating within the premises. The sale of unopened beer to go is allowed. This license is also available seasonally.

- **Hotel Beer (HB 142):** ABC Law Sections 3(14), 55 and 106.
- **Hotel Wine (HW 342):** ABC Law sections 3(14), 81 and 106.
- **Hotel Liquor (HL 242):** ABC Law sections 3(14), 64 and 106.

Restaurant Wine (RW 341): Allows a person to serve beer, wine and cider in a restaurant for on premises consumption. The restaurant must have a kitchen and full menu. The sale of unopened beer to go is allowed. ABC Law Sections 3(27), 81 and 106. This license is also available seasonally.

Tavern Wine (TW 344): Allows a person to serve beer, wine and cider in a tavern for on premises consumption. A tavern must have, at minimum, a food preparation area and menu satisfying the Authority's minimum food requirement. The sale of unopened beer to go is allowed. ABC Law Sections 81-a and 106. This license is also available seasonally.

On Premises (OP 252): Allows a person to serve beer, wine, liquor and cider in a restaurant or tavern for on premises consumption. If applying for a restaurant you must have a kitchen and full menu. If applying for a tavern you must at least have a food preparation area and menu satisfying the Authority's minimum food requirement. The sale of unopened beer to go is allowed. ABC Law Sections 64 (restaurant), 64-a (tavern) and 106. This license is also available seasonally.

Eating Place Beer (EB 141): Allows a person to serve beer and cider in a restaurant or tavern for on premises consumption. The sale of unopened beer to go is allowed. ABC Law sections 55 and 106. This license is also available seasonally.

Ball Park Beer (BP 144): Allows a person to serve beer in baseball parks, race tracks and other athletic fields or stadiums where admission fees are charged. ABC Law Sections 55-a and 106.

Catering Establishment: Allows a person to serve alcoholic beverages in their rentable banquet venue for private events only. The premises is never open to the general public. Such premises must have suitable and adequate facilities and accommodations to provide food and service for not less than fifty persons. This license is also available seasonally.

- **Catering Establishment Wine (WC 354):** ABC Law Sections 3(7-a), 81 and 106.

4. Scrolling down further, you will see those items which must be filed before filing the application with the SLA (red arrow), the requirements for holding a license (green arrow), the items that must be included in the application (yellow arrow), and the items which can be provided after filing the application but before the granting of a license (scroll down the webpage just below the cutoff on the picture).

Click the Application Wizard button (red circle) to be taken to a series of questions which will guide you to the proper application, instructions, and fee.

Prerequisites

1. Secretary of State filing receipt if applying under a corporation or LLC name
2. Business Certificate from your county clerk if you are a sole proprietor or partnership

Requirements

1. May not hold any interest in a wholesale, manufacturing or importing business
2. Must be over 21
3. Must be a US citizen or be otherwise eligible to hold a license pursuant to SLA Advisory #2015-21 (or any superseding advisory)
4. Fingerprints - If you are not currently licensed an additional fee will be required for fingerprinting services. You will receive instructions on how to be fingerprinted after your application is accepted for filing. Please go to our website for the current fingerprint fee amount

How to Apply

To proceed with the On Premises application please click the Application Wizard button below.

Application Wizard

Items Required at the Time of Filing

- Completed Application
- All Fees
- \$1,000 Penal Bond
- Proof of citizenship
- Photos of the premises and principals
- Photo Identification for each principal
- Lease/Deed/Management Agreement (if applicable)
- Contracts of Sale for the real property and/or business (if applicable)
- Investment Records
- Diagrams of the Premises
- Filings Dairies

- On the Application Wizard, please note the information in the yellow banner regarding use of certain web browsers.

The first two questions will determine whether you have chain restaurant status (more information by clicking the question mark circled in red), and what type of alcoholic beverages you intend to serve. For the purposes of this tutorial, we have chosen no and beer, wine, cider, and liquor.

The screenshot shows the 'On Premises' step of the 'New York Business Express' application wizard. A yellow banner at the top states: 'If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.' The left sidebar shows 'Business Details' expanded, with 'On Premises' selected. The main content area has the title 'On Premises' and two questions. The first question is 'Do you currently have a Chain Restaurant License status and do you wish to add an additional licensed location?' with radio buttons for 'Yes' and 'No' (selected). A red circle highlights a question mark icon to the right of the question. The second question is 'What type of alcohol will you sell for on premises consumption?' with a dropdown menu showing 'Beer, Wine, Cider, Liquor'. A 'Next' button is at the bottom.

- The next three questions ask the location of the proposed establishment for purposes of determining the proper fee. For the purposes of this tutorial, we chose no for all.

This screenshot shows the same 'On Premises' step, but with three additional questions about the location of the premises. The first question is 'Is the premises you wish to license in New York, Kings, Bronx, or Queens county?' with 'No' selected. The second is 'Is the premises you wish to license in Richmond county?' with 'No' selected. The third is 'Is the premises you wish to license in the city of Buffalo, Rochester, Syracuse or Yonkers?' with 'No' selected. The fourth question is 'Is the premises you wish to license in the city of Albany, Mount Vernon, New Rochelle, Niagara Falls, Schenectady, Utica or White Plains?' with 'No' selected. The 'Next' button remains at the bottom.

7. The next question asks about rentable rooms/apartments to determine if your business is a hotel or bed and breakfast. For the purposes of this tutorial, we chose no.

New York Business Express

If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.

Business Details

On Premises

On Premises

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Stand-Up Bar

Summary Screen

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Do you have rentable rooms/apartments for overnight guests?

Yes

No

Next

8. The next question asks about your not for profit status as a membership organization to determine if your business is a club (club bars are members only, not open to the general public). For purposes of this tutorial, we chose no.

New York Business Express

If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.

Business Details

On Premises

On Premises

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Stand-Up Bar

Summary Screen

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Are you a not for profit or fraternal club/organization who will serve club members and their guests only as defined in Section 3(9) of the ABC Law?

Yes

No

Next

9. The next question asks whether you will host only private banquet-like events to determine if your business is a catering establishment. For purposes of this tutorial, we chose no.

New York Business Express

If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.

Business Details

On Premises

On Premises

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Stand-Up Bar

Summary Screen

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Does your premises operate like a banquet hall hosting private events only?

Yes

No

Next

10. The next two questions ask whether your business will be on a boat to determine if your business needs a vessel license, or whether it will have a capacity of 600 and act as an entertainment venue to determine whether your business is a cabaret. For the purposes of this tutorial, we chose no for both.

New York Business Express

If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.

Business Details

On Premises

On Premises

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Stand-Up Bar

Summary Screen

Beer, Wine, Cider and Liquor

Is your premises a vessel that provides ferry, fishing or excursion services?

Yes

No

Do you have a capacity for 600 or more and have musical entertainment of any kind?

Yes

No

Next

11. The next three questions ask whether your business will not sell alcoholic beverages (i.e., it would allow only BYOB and/or provide complimentary alcoholic beverages) to determine whether your business will be a bottle club, whether you will have a full kitchen (able to prepare a menu capable of meeting the full entrée standard of a restaurant), and whether you will serve full entrées to determine whether you *can* be a restaurant. For the purposes of this tutorial, we chose no, yes¹, and no.

New York Business Express

If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.

Business Details

On Premises

On Premises

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Beer, Wine, Cider and Liquor

Stand-Up Bar

Summary Screen

Beer, Wine, Cider and Liquor

Do you want to operate a bottle club where alcohol is not sold?

Yes

No

Do you have a full kitchen?

Yes

No

Will you serve full entree like meals?

Yes

No

Next

¹ Note that a tavern is not required to have a full kitchen or a menu with entrees (but may) – a facility capable of producing a menu of soups, sandwiches, and the like is all that is required under the law.

12. The next two questions ask whether you will have a menu consisting of at least sandwiches, salads, and soups to determine if you meet the minimal food standards for a tavern license, and whether you will be open seasonally to determine if a summer or winter license is appropriate instead of a full year. For the purposes of this tutorial, we chose yes and no.

The screenshot shows the 'New York Business Express' header with a yellow warning bar: 'If you are using Google Chrome as your browser you may experience issues downloading the necessary application files. In this case please use a different browser OR utilize the email function on the summary page to retrieve your files.' The left sidebar lists 'Business Details' with a dropdown menu open showing 'On Premises', 'Beer, Wine, Cider and Liquor' (selected), 'Stand-Up Bar', and 'Summary Screen'. The main content area is titled 'Beer, Wine, Cider and Liquor' and contains two questions: 'Does your menu consist of at least sandwiches, salads and soups?' with 'Yes' selected, and 'Will you operate seasonally?' with 'No' selected. A 'Next' button is at the bottom.

13. The next question asks whether you will have more than one bar to serve customers from to determine your fee.² Each additional bar carries a fee equal to the underlying license fee. For the purposes of this tutorial, we chose no.

The screenshot shows the 'New York Business Express' header with the same yellow warning bar. The left sidebar shows 'Stand-Up Bar' selected. The main content area is titled 'Stand-Up Bar' and contains three questions: 'Will your premises have more than one stand-up bar?' with 'Yes' selected, 'Does your premises have a capacity for 1000 or more persons?' with 'No' selected, and 'How many additional stand-up bars will the premises have?' with '2' entered in the text box. A 'Next' button is at the bottom.

² A premises with a capacity of less than 1000 may have up to 3 total bars. A premises with a capacity over 1000 has no limit on additional bars.

14. The next page gives you the opportunity to review and change any answers (by clicking on the items in the navigation bar – red circles) prior to submitting those answer to the Application Wizard to determine the appropriate license and fee for your business.

The screenshot shows the 'New York Business Express' header. Below it is a yellow warning bar about Google Chrome. On the left is a dark navigation bar with four items: 'Business Details' (checked, circled in red), 'Stand-Up Bar' (checked, circled in red), 'Summary Screen' (selected, highlighted in blue), and 'Business Summary Page' (highlighted with a yellow circle). The main content area is titled 'Business Summary Page' and contains a 'Notice: Please read before proceeding'. The notice text states: 'You are one step away from receiving a custom Summary Page for your business. If you would like to change any prior selections, please use the left-hand navigation panel and when you are ready, click "Next" below. Please note, once your Summary Page has been generated, you will not be able to make changes to your selections without starting a new session.' At the bottom of the notice is a blue 'Next' button.

15. On the final summary page, you will find the type of license the Application Wizard determined is appropriate for your business (red arrow), the option of restarting, or downloading or emailing the summary, application, and instructions (red circles), and the appropriate fee (blue arrow).

The screenshot shows the 'Application Wizard Summary Page'. At the top is a dark header with navigation links: 'Business Express', 'Start Your Business', 'Run Your Business', 'Creating Opportunity', 'Search Index A-Z', and 'Login | Register'. Below the header is a yellow warning bar. The main content area is titled 'Application Wizard Summary Page' and contains the following text: 'Congratulations on completing your Application Wizard for a Retail License with the New York State Liquor Authority. Based on your answers below, the type of license you are applying for is a Tavern On-Premises Liquor (OP 252 Tavern)'. A red arrow points to this text. Below this is a note: 'Please review your wizard responses below, if any changes are needed please select the restart session link.' Another note follows: 'Note: Please be sure to submit the cover page along with your application to the NYS Liquor Authority. The information on the cover page is used by the agency to help ensure timely and accurate processing. Failure to include the cover page in your submission may result in delays.' Below this is a link: 'To obtain a copy of your summary page, instructions and application please select e-mail or download.' Three links are circled in red: 'Restart Session', 'Download', and 'Email'. Below this is the fee calculation: 'The fee(s) for this application include: Tavern On-Premises Liquor (OP 252 Tavern) - Initial Application Fee - \$1,792.00 + Non-Refundable Filing Fee - \$200.00 = \$1,992.00'. A blue arrow points to this calculation. Below the fee calculation is an attention note: 'Attention- Additional fees for fingerprinting services may be required. This application also requires a \$1,000.00 bond.' Below this are three questions with radio button options: 'Do you currently have a Chain Restaurant License status and do you wish to add an additional licensed location?' (Yes/No), 'What type of alcohol will you sell for on premises consumption?' (Beer, Wine, Cider, Liquor), 'Is the premises you wish to license in New York, Kings, Bronx, or Queens county?' (Yes/No), 'Is the premises you wish to license in Richmond county?' (Yes/No), and 'Is the premises you wish to license in the city of Buffalo, Rochester, Syracuse or Yonkers?' (Yes/No).

We hope you have found this tutorial helpful.

If you have any questions about applying, please call **518-474-3114**, when you hear the prompt hit 1 and then 3 or email **licensing.information@sla.ny.gov**.