



**KATHY HOCHUL**  
Governor

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Commissioner

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Chairman

**GREELEY FORD**  
Commissioner

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ADVISORY #2022-15

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**Subject:** Certificates of Occupancy, Letters of No Objection and Public Assembly Permits

Section 110 of the Alcoholic Beverage Control Law lists the information that must be included with an application to obtain a license. That section also allows the Authority to require additional information or waive the submission of certain categories of information. The Authority is undertaking a review of the application process to eliminate the submission of information that is not critical to the review and determination of the application.

The Authority is modifying the information that must be submitted regarding the operation of the proposed business and the physical location of the proposed business. The guidance provided in this advisory will apply to all pending applications as well as applications submitted after the advisory is issued.

Certificate of Occupancy/ Letter of No Objection

Applicants no longer need to submit this document with the license application or (as explained in Advisory 2022-1) by the first renewal of the license. Applicants are reminded that the elimination of the need to submit this document does not eliminate their obligation to comply with local codes (building, fire, health, zoning, etc.) regarding the operation of their businesses. The granting of a State Liquor Authority license does not entitle the licensee to operate if it does not have a certificate of occupancy and the licensee's municipality requires a certificate of occupancy to operate the business. Retail on-premises licensees will continue to be subject to discipline under Section 48.3 of the Rules of the Authority for violations of local codes.

This advisory replaces and rescinds Advisory 2022-1.

Public Assembly Permit

Applicants for licenses no longer need to submit a Public Assembly permit for interior or exterior space included in the proposed licensed premises. Applicants are reminded that the elimination of the need to submit this document does not eliminate their obligation to comply with relevant state and local laws.

Applicants for special event permits (such as temporary beer and wine, catering permits, etc.) are still required to submit a Public Assembly permit or other proof that the use of unlicensed space for the event has been approved by the municipality.

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This matter was heard and determined by the Members of the Authority at a Full Board meeting held on August 31, 2022 before Chairman Vincent Bradley, Commissioner Lily Fan, and Commissioner Greeley Ford. The above written advisory was approved by the Members of the Authority on August 31, 2022.

Dated: 09/01/22



Donald Roper  
Secretary to the Authority