



APPLICATION FOR TEMPORARY RETAIL (ST) PERMIT

(1) Name of Applicant

(2) Select ONE of the following:

Purchase of an Existing Business:

Transfer or Sale of a business in a premises that is currently LICENSED\* for alcoholic beverage sales. Submit a Contract of Sale or Conveyance. \*Must have been operating under a license within 30 days of the filing of this application.

Application for a New Business:

A new business in a proposed premises that is: (1) currently UNLICENSED for alcoholic beverage sales; (2) not a wine or liquor store; and (3) not subject to the 500' Law.

A new business in a premises that is currently LICENSED for alcoholic beverage sales: (1) where a Transfer or Sale of the previous business is NOT taking place; (2) is not a wine or liquor store; and (3) is not subject to the 500' Law.

A new or existing business in a proposed premises that is: (1) currently UNLICENSED for alcoholic beverage sales; (2) not a wine or liquor store; and (3) is subject to the 500' Law.

A new business in a premises that is currently LICENSED for alcoholic beverage sales: (1) where a Transfer or Sale of the previous business is NOT taking place; (2) is not a wine or liquor store; and (3) is subject to the 500' Law.

(3) Name of Current Licensee, if any:

License ID #:

(4) Address of premises

Phone Number

(5) County of premises

As an authorized signatory of the current applicant, I certify that I have read and understand the foregoing conditions for a Temporary Retail Permit and represent that I am eligible for such permit.

By checking this box I agree, and it is my intent, to electronically sign this document. By submitting this e-document to the New York State Liquor Authority in this way, I understand that my electronic signature I added to the signature line below is the legal equivalent of having placed my handwritten signature and affirmation on the submitted document and I am affirming the truth of the information contained therein.

TITLE

APPLICANT'S SIGNATURE

DATE

(5) Is this an initial or extension request? If it's an extension request, choose the number of 30-day extensions you are requesting.

Table with 2 columns: Initial Permit (this permit is good for 180 days) and 30-Day Extension Request (One, Two, Three)

\*Permits are NOT eligible for a refund.

The above party agrees that any false statement in the above certificates will constitute grounds for disapproval of the permit and the license application(s).

See Next Page for fees

**FOR OFFICIAL SLA USE ONLY-DO NOT WRITE IN THIS BOX**

Expiration/Surrender/Safekeeping Date:	Pending Disciplinary-Location (Seller)	Yes	No
Original or Renewal (Circle One)	Pending Disciplinary-Principals (Seller)	Yes	No
New/Transfer/NLIE (Circle One)	Pending Disciplinary-Principals (Buyer)	Yes	No

Permit Serial Number: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_  
 Fee Amount: \_\_\_\_\_ Effective From: \_\_\_\_\_ To: \_\_\_\_\_

SLA ACTION:      Approved                  Disapproved      By: \_\_\_\_\_      Date: \_\_\_\_\_

**Conditions:** Surrender or Safekeeping of Current License

<b>Photos show Ready to Operate?</b>	Yes	No	
<b>Contract of Sale (NYC)?</b>	Yes	No	Liquidator's Application with fee OR Statement of No Transfer signed by the Applicant
<b>500' Hearing Needed?</b>	Yes	No	
<b>Premises within 200' of any school, church or place of worship?</b>	Yes	No	List of inventory signed and dated by the seller Signed statement ready to open and operate Photos showing the premises ready to open and operate

**Muni/Comm Board Notification**      Yes      No      Other: \_\_\_\_\_  
 Date Notified \_\_\_\_\_

**FEES**

**Fee is payable upon filing, and must be a personal check, certified check or money order, payable to the NYS Liquor Authority. The fee is not refundable.**

**INITIAL FEE (180 Days)**

**Retail on-premises beer, Grocery or Drug Store application ... \$128.00  
 Any other retail application... \$ 640.00 (x # of bars)**

**APPLICATIONS FOR THE INITIAL TEMPORARY RETAIL PERMIT MUST BE MAILED TO:**

**New York State Liquor Authority Licensing  
 PO Box 782772  
 Philadelphia, PA 19178-2772**

<b>EXTENSION FEE (up to three 30-day extensions at a time)</b>	<b>30 days</b>	<b>60 days</b>	<b>90 days</b>
Retail on-premises beer, Grocery or Drug Store application...	<b>\$ 64.00</b>	<b>\$128.00</b>	<b>\$192.00</b>
Any other retail application...(x # of bars)	<b>\$ 96.00</b>	<b>\$192.00</b>	<b>\$288.00</b>

**APPLICATIONS TO RENEW A TEMPORARY RETAIL PERMIT ARE TO BE MAILED TO THE ZONE OFFICE CLOSEST TO WHERE THE PREMISES IS LOCATED**

**Albany Office**  
 80 South Swan Street,  
 Suite 900, Albany, NY  
 12210

**Buffalo Office**  
 535 Washington Street,  
 Suite 303, Buffalo, NY  
 14203

**NYC Office**  
 163 W 125th Street 8th Floor,  
 New York, NY 10027

*See next page for conditions of issuance*

## CONDITIONS FOR TEMPORARY RETAIL PERMIT

This application must be preceded or accompanied by a complete application for a retail liquor license. The current license, if any, must be surrendered to, placed in safekeeping with, or otherwise deemed abandoned by the State Liquor Authority before a temporary permit can be issued.

### **PURCHASE OF AN EXISTING BUSINESS (the applicant is the purchaser of the existing business)**

- The premises must have operated under a retail license within thirty days of the filing of this application.
- The permit gives the applicant the privileges of the current license for the business that is being sold.
- A contract of sale or conveyance must be included with the application.

### **APPLICATION FOR A NEW BUSINESS (the applicant is not purchasing the existing business)**

- A permit cannot be issued for a liquor or wine store.
- For an application for an on-premises license, the applicant must notify the municipality or Community Board no more than 270 days before filing this application using the standard municipal notification form. Proof of such notification must be provided at the time of the application and the Authority “may not act to approve” any application prior to the passage of thirty days from the date such notification was provided to the municipality.
- For a premises subject to the 500’ Law, the permit will not be issued: 1) until the 500’ Law hearing has been completed; and 2) only if the hearing officer finds that the applicant has demonstrated that issuing the license is in the public interest.
- For a premises subject to the 500’ Law when the premises located in New York City, the permit will be subject to the following conditions: 1) a license at the location must not have been suspended, cancelled or revoked within the last two years, 2) closing time is no later than 12 AM; 3) any outdoor space must close by 10 PM Sundays through Thursdays and 11 PM Fridays and Saturdays; 4) no outdoor music; and 5) recorded background music only indoors - no live music, DJs, karaoke, juke box or dancing.

**The issuance of a temporary permit is NOT a guarantee of approval of the application for the liquor license. Deficiencies in the permanent application must be satisfied within ten (10) business days from the date of the deficiency letter. Temporary Retail Permits that have been issued will be cancelled and the permanent application disapproved if deficiencies are not met by the due date. The Authority is held harmless from any hardship created by the subsequent DISAPPROVAL of the license application for both the purchaser and the seller.**

The holder of a temporary retail permit shall purchase alcoholic beverages only by payment in currency or check. However, the holder of a temporary permit who also holds one or more retail licenses and is operating under such retail license or licenses in addition to the temporary retail permit, and who has not been reported as delinquent with wholesalers, may purchase alcoholic beverages on credit under the temporary retail permit.

If the permit holder is purchasing the alcoholic beverages from the current licensee an Application for Liquidator’s Permit, with fee of \$36, is required upon submission of the Temporary Retail Permit application. If the permit holder is not purchasing the alcoholic beverages from the current licensee an signed statement stating that there is no transfer of alcoholic stock is required upon submission of the Temporary Retail Permit application. Such statement must be signed by the applicant.

If you are applying for additional bars in the permanent application, you will need a Temporary Retail Permit for each bar. This will require the filing of a separate fee for each intended bar.

**The temporary permit is granted at the discretion of the State Liquor Authority for a period of one hundred eighty days, and may similarly be renewed for an additional thirty, sixty or ninety days. YOU MUST FILE FOR A RENEWAL OF THE TEMPORARY RETAIL PERMIT PRIOR TO THE EXPIRATION OF THE EXISTING PERMIT. RENEWAL APPLICATIONS RECEIVED AFTER THE EXPIRATION DATE OF THE EXISTING PERMIT MAY BE DISAPPROVED. Any conditional approval for the main application expires 6-months post issuance of the letter. No renewals for a temporary retail permit will be accepted or processed after the expiration date on the conditional approval letter. Be advised any renewal of a temporary retail permit applied for and issued pre-conditional approval expiration will not be issued for more than 30 days past the conditional approval expiration date. The length of the permit will be adjusted and no refund will be issued regardless of fee amount submitted – i.e., a 90-day renewal application when only 10-days remain before expiration of conditional approval will receive a 10-day temporary permit.**

**The temporary permit may be summarily cancelled or suspended at any time, if the NYS Liquor Authority determines that good cause exists for such suspension or cancellation. Should the permanent application be disapproved while operating under a Temporary Permit, you must cease and desist alcohol sales and surrender the permit to the Liquor Authority immediately.**