

# NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION

400 East Tryon Road  
Raleigh, NC 27610  
(919) 779-0700 [www.abc.nc.gov](http://www.abc.nc.gov)

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## HOW TO APPLY FOR AN ABC RETAIL PERMIT

### **INSTRUCTIONS AND REQUIRED DOCUMENTS:** *(Forms are available at [www.abc.nc.gov](http://www.abc.nc.gov))*

1. Complete this application in its entirety. Please print clearly or type. Application must be signed and notarized.
2. The correct fee(s) must be submitted with the application and supporting documents. Payment must be by a certified check, cashier's check or money order made payable to the North Carolina ABC Commission.
3. Include a black and white copy of each applicant's valid photo ID.
4. Include one fingerprint card for each person required to submit an application for the business' permit(s). The fingerprint card must be completed (signed and filled out). The \$38.00 processing fee for each fingerprint card must be submitted by a certified check, cashier's check, money order or credit card (Visa, MasterCard, Discover). The certified check, cashier's check, and money order must be made payable to the North Carolina ABC Commission (may be combined with the application fee).
5. Include a completed Authority for Release form with each fingerprint card.
6. Include a copy of the executed lease or rental agreement or a copy of the registered deed, specifying the applicant (corporate/LLC name, if not an individual ownership or partnership). This document must include the address of the business or a legal description of the property. The lease or rental agreement must include the beginning date and duration of agreement. Applicant must have possession of the property at the time the application is submitted.
7. Include a completed copy of the Inspection / Zoning Compliance form signed by the appropriate officials.
8. Include a completed copy of the Local Government Opinion form signed by the appropriate official. Information on the designated official may be found on our website, using the search function in "Local Government Opinion".
9. Include a copy of the training certificate available upon completion of the online training available at [www.abc.nc.gov/Training](http://www.abc.nc.gov/Training) or have the instructor of an in-person training complete the Proof of Alcohol Seller / Server Training form.
10. On-premise applicants include a completed copy of the appropriate Recycling form.
11. Include a detailed diagram of the premises (standard size, not over-sized and it may be hand drawn). Diagrams must include all entrances/exits, bar area(s), kitchen, office, and patio (if applicable).
12. Photographs – Include photos of the exterior front of the building with entrance and the interior of the business.
13. Corporations and LLCs must complete an Ownership Verification form.
14. Corporations must include a copy of the Articles of Incorporation (registered with the NC Secretary of State with Active status).
15. LLCs must include copies of the Articles of Organization (registered with the NC Secretary of State with Active status) and a copy of the Operating Agreement.

### **RESTAURANTS and HOTELS:** *(When applying for an on premise fortified wine, mixed beverage or brown-bagging permit, include)*

1. A copy of the food menu (standard size, not over-sized).
2. A price list of the common or popular mixed beverages.
3. Additional photographs showing:
  - a. All dining areas, including patios and outdoor areas.
  - b. The bars, counters and mixing stations.
  - c. The storage area(s) for alcoholic beverages.
  - d. The entire kitchen with all equipment.

### **PRIVATE CLUBS:**

1. A copy of the membership card or certificate.
2. A copy of the membership application form.
3. A copy of the written policy granting full and limited memberships.
4. A copy of the written policy on use of the facilities by members and their guests.
5. A copy of the charter, constitution, and by-laws if any are applicable.
6. A copy of the organization's 501(c)(3) tax exempt letter from the Internal Revenue Service.

***ABC permits are location specific and cannot be transferred from one location to another. If a business is relocating, it must apply for ABC permits for the new location.***

## **WHO MUST FILE:**

**INDIVIDUAL OWNERSHIP** – Individual owner or sole proprietor is required to complete an application, fingerprint card, Authority for Release form and provide a copy of a valid identification, in addition to providing the other required documents. The lease/deed and other documents must be in the individual owners name.

**GENERAL PARTNERSHIP** – Each partner is required to complete an application, fingerprint card, Authority for Release form and provide a copy of a valid identification, in addition to providing the other required documents. The lease/deed and other documents must be in both partners' names.

**CORPORATION** – Each 25% or more stockholder and each officer (President, Vice-President, Secretary, Treasurer) is required to complete an application, fingerprint card, Authority for Release form and provide a copy of a valid identification, in addition to providing the other required documents. The lease/deed and other documents must be in the corporate name.  
*(For a corporation already holding permits and applying for an additional location under the same ownership entity, only one of the above persons or the site manager is required to complete an application and provide a valid ID, fingerprint card and Authority for Release form with the other required documents.) (If a new corporate officer is appointed with no change of ownership, the new officer must complete an application and qualify for an ABC permit. No fee is required.)*

**LLC (LIMITED LIABILITY COMPANY):** Each applicant must submit a completed application, fingerprint card, Authority for Release form and provide a copy of a valid identification, in addition to providing the other required documents. The lease/deed and other documents must be in the LLC name.

Member-Managed LLC – All members owning a 25% or more interest must complete an application. If no one owns a 25% interest, the managing members must complete an application.

Manager-Managed LLC – All managers, as listed in the Operating Agreement, as well as all members owning a 25% or more interest, must submit a completed application.

*(LLC already holding permits and applying for an additional location under the same ownership entity - only one of the above persons or the site manager is required to complete an application and provide a valid ID, fingerprint card and Authority for Release form with the other required documents.) (An LLC manager change with no change of ownership requires each new manager to complete an application and qualify for ABC permits. An updated Operating Agreement or Amendment is needed. No fee is required.)*

**LIMITED PARTNERSHIP** – The general partner is required to submit a completed application, fingerprint card, Authority for Release form and provide a copy of a valid identification, in addition to providing the other required documents. The lease/deed and other documents must be in the Limited Partnership name.

**SITE MANAGER** (for all applicants') – The site manager must be a North Carolina resident. If none of the individuals required to complete an application are NC residents and will serve as the site manager; then the site manager or general manager who is a NC resident, must submit a completed application, fingerprint card, Authority for Release form and provide a copy of a valid identification.

**NON-RESIDENTS** (Individual or Partnership) – Each non-resident individual shall complete an application, a fingerprint card, Authority for Release form and provide a copy of a valid identification. Additionally, a NC resident manager shall be appointed as attorney-in-fact for the business. This person shall also complete the required application. A certified copy of an executed power-of-attorney, which shall be registered in the county where the proposed licensed premises is located, shall be submitted with the application.

## **PERMIT REGISTRATION AND RENEWAL:**

All Malt Beverage, Unfortified Wine and Fortified Wine permits, both on and off premises, must be registered each year by May 1<sup>st</sup>. The notices, including information about payment(s) due, are usually sent by mail to permit holders during the month of February.

All Mixed Beverage, Brown-bagging, Special Occasion, Brew on Premises, Wine Shipper Packager, Wine Shop, Winemaking on Premises, Wine Tasting and Malt Beverage Tasting permits expire on April 30<sup>th</sup> each year and must be renewed. The renewal notices, including information about payment(s) due, are usually sent by mail to permit holders during the month of February.

**Permittees are responsible for the registration and renewal of permits each year. Failure to receive a notice is not justification for being allowed to retain the permit beyond the due date. Permits not renewed will be cancelled. After cancellation, should permits be desired, a new application must be submitted, and the full fee paid. Application, registration and renewal fees are not prorated.**

***PLEASE MAKE A COPY OF APPLICATION AND OTHER DOCUMENTS PRIOR TO SUBMITTING THEM TO THE COMMISSION.***

**NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION**  
**APPLICATION FOR ABC RETAIL PERMIT**

<b>TEMP. PERMIT #:</b> _____	<b>FEES PAID</b>	<b>APPLICATION #:</b> _____
Malt Beverage <input type="checkbox"/> ON <input type="checkbox"/> OFF	_____	Approved <input type="checkbox"/>
Unfortified Wine <input type="checkbox"/> ON <input type="checkbox"/> OFF	_____	
Fortified Wine <input type="checkbox"/> ON <input type="checkbox"/> OFF	_____	Rejected <input type="checkbox"/>
Mixed Beverage _____	Fingerprints	
Other _____		
Date Issued: _____	Date: _____	By: _____
Expiration Date: _____	Received By: _____	Date: _____

(Do Not Write Above This Line)

I hereby make application to the North Carolina Alcoholic Beverage Control Commission for the following permit(s) at this location:  
(Check the appropriate block(s))

<input type="checkbox"/> Malt Beverage (Beer) On Premise (\$400)	<input type="checkbox"/> Unfortified Wine On Premise (\$400)	<input type="checkbox"/> Fortified Wine On Premise (\$400)
<input type="checkbox"/> Malt Beverage (Beer) Off Premise (\$400)	<input type="checkbox"/> Unfortified Wine Off Premise (\$400)	<input type="checkbox"/> Fortified Wine Off Premise (\$400)
<input type="checkbox"/> Malt Beverage Tasting (\$100)	<input type="checkbox"/> Wine Tasting (\$100)	<input type="checkbox"/> Wine Shop (\$100)
<hr/>		
<input type="checkbox"/> Malt Beverage On Premise Only (Tour Boat) (\$400)	<input type="checkbox"/> Unfortified Wine On Premise Only (Tour Boat) (\$400)	<input type="checkbox"/> Fortified Wine On Premise Only (Tour Boat) (\$400)
<hr/>		
<input type="checkbox"/> Mixed Beverages Restaurant (\$1000)	<input type="checkbox"/> Mixed Beverages Nonprofit Organization (\$1000)	<input type="checkbox"/> Mixed Beverages Tourism Resort (\$1000)
<input type="checkbox"/> Mixed Beverages Hotel (\$1000)	<input type="checkbox"/> Mixed Beverages Political Organization (\$1000)	<input type="checkbox"/> Mixed Beverages Tourism ABC Establishment (\$1000)
<input type="checkbox"/> Mixed Beverages Bar (\$1000)	<input type="checkbox"/> Mixed Beverages Convention Center (\$1000)	<input type="checkbox"/> Mixed Beverages Residential Private Club (\$1000)
<input type="checkbox"/> Mixed Beverages Private Club (\$1000)	<input type="checkbox"/> Mixed Beverages Community Theater (\$1000)	
<input type="checkbox"/> Mixed Beverages Sports Club (\$1000)	<input type="checkbox"/> Mixed Beverages Guest Room Cabinet (\$1000)	
<input type="checkbox"/> Mixed Beverages Distillery (\$1000)	<input type="checkbox"/> Mixed Beverages Tour Boat (\$1000)	
<input type="checkbox"/> Mixed Beverages Catering (\$200)		
<hr/>		
<input type="checkbox"/> Brown-bagging Restaurant (\$200) (Small) 36-49 seating capacity	<input type="checkbox"/> Brown-bagging Private Club (\$400)	<input type="checkbox"/> Culinary (\$200)
<input type="checkbox"/> Brown-bagging Restaurant (\$400) (Large) 50 or more seating capacity	<input type="checkbox"/> Brown-bagging Community Theater (\$400)	<input type="checkbox"/> Brew On Premise (\$400)
	<input type="checkbox"/> Brown-bagging Veterans Organization (\$400)	<input type="checkbox"/> Wine Making On Premise (\$400)
	<input type="checkbox"/> Sports and Entertainment	<input type="checkbox"/> Special Occasion (\$400)

**BUSINESS INFORMATION**

*(If Business is located inside city limits, also list city)*

COUNTY: \_\_\_\_\_ CITY: \_\_\_\_\_

Business/Company Name: \_\_\_\_\_ Trade Name: \_\_\_\_\_

Location Address: \_\_\_\_\_  
Street Address City State Zip Code

Mailing Address: \_\_\_\_\_  
Street Address/Post Office Box City State Zip Code

Type of Ownership: ☐ Individual ☐ Partnership ☐ Corporation ☐ Limited Liability Co. ☐ Limited Partnership

Owner must apply Partners must apply Officers and 25% or more shareholders must apply Members owning 25% or more must apply (managing member) General Partner Must Apply

**APPLICANT INFORMATION** *(Separate form for each applicant)*

Applicant's Full Name: \_\_\_\_\_  
First (No abbreviations) Middle Last

Date of Birth: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Email Address: \_\_\_\_\_  
(last 4 digits)

Residential Address: \_\_\_\_\_  
Street Address City State Zip Code

Phone Numbers: \_\_\_\_\_  
Daytime Business Mobile Fax

Position in Company: \_\_\_\_\_ Site Manager Only: ☐

If Corporation, Corporate name: \_\_\_\_\_

Applicant's position/title: ☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer \_\_\_\_\_ % Stockholder

If 25% or more stockholder is another entity, name of entity: \_\_\_\_\_

If Limited Liability Company (LLC), LLC name: \_\_\_\_\_

☐ Member-Managed LLC ☐ Manager-Managed LLC

Representative's position/title: ☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer \_\_\_\_\_ % Stockholder  
(LLCs must also provide a copy of the Operating Agreement)

If a Limited Partnership, Limited Partnership Name: \_\_\_\_\_

General Partner Name: \_\_\_\_\_

**REGISTERED AGENT INFORMATION** (Corporations, LLCs and Limited Partnerships)

Registered Agent Name: \_\_\_\_\_

Registered Agent Mailing Address: \_\_\_\_\_  
Street Address/PO Box City State Zip Code

Registered Agent Location Address: \_\_\_\_\_  
Street Address City State Zip Code

***It is a Crime to make a false statement to obtain an ABC permit.***

**I CERTIFY UNDER OATH OR AFFIRMATION THAT:**

- The information on this application is correct to the best of my knowledge.
- I am not less than 21 years of age. (Except for a manager of a business selling only malt beverages and unfortified wine, or a manager of an establishment operated by a corporation holding off premise permits for malt beverage and unfortified wine, in which case I certify I am not less than 19 years of age.)
- I have not been convicted of a misdemeanor controlled substance offense or an alcoholic beverage offense within the past two (2) years.
- I have not been convicted of a felony within the past three (3) years, and if convicted of a felony before then, I have had my citizenship restored. (*NOTE: Conviction is defined as, "A person who has been "convicted" and found guilty or has entered a plea of guilty or nolo contendere, and for which a judgment has been entered."*)
- I have not had an alcoholic beverage permit revoked within the past three years.
- I am a resident of the state of North Carolina. (Except for an officer, stockholder or interest holder of a corporate/LLC applicant not responsible for the day to day operation of the business, or an applicant that has executed a power of attorney in accordance with G.S. 18B-900(a)(2)(b).)
- I am an owner, lessee or manager/site manager of the premises to be covered by the ABC permit(s).
- I have no financial interest in any alcoholic beverage manufacturing, bottling or wholesale distribution business, except as authorized for North Carolina wineries, breweries and distilleries under Article 11 of Chapter 18B of the North Carolina General Statutes.

State of NC, County of \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Sworn to and subscribed before me this the \_\_\_\_\_ of \_\_\_\_\_  
Day Month Year

My Commission Expires: \_\_\_\_\_  
Date of Expiration

\_\_\_\_\_  
Signature of Notary  
(or other person qualified by law to administer oaths)

(NOTE: MUST BE STAMPED OR SEALED BY NOTARY)

**FORWARD THIS APPLICATION, FEE(S) AND REQUIRED DOCUMENTS TO:**

If sending USPS, Express Mail, FedEx or UPS:  
NC ABC COMMISSION  
400 EAST TRYON ROAD  
RALEIGH, NC 27610

As an alternative for US Postal Service (regular delivery):  
NC ABC COMMISSION  
4307 MAIL SERVICE CENTER  
RALEIGH, NC 27699-4307