

# **City of Corbin Alcoholic Beverage Control**



## **Basic Application Packet**

REVISED: October 2019



**ALCOHOLIC BEVERAGE CONTROL BASIC APPLICATION FORM**

**City of Corbin**

**805 S Main Street, P.O. Box 1343**

**Corbin, KY 40702**

**Phone: (606) 523-6522 Ext. 1 Fax: (606) 523-6500**

**Website: [www.corbin-ky.gov](http://www.corbin-ky.gov)**

**Skye Smith, ABC Administrator [skye.smith@corbin-ky.gov](mailto:skye.smith@corbin-ky.gov)**

Name of Applicant: \_\_\_\_\_

D/B/A: \_\_\_\_\_

Premises Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Premises Phone No: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Fee Enclosed \$** \_\_\_\_\_

Check the license type(s) for which the applicant is applying. For each license type selected, the applicant affirms that the requirements for that license type(s) are met.

LICENSE TYPES	Licensing Fee Full Year	Licensing Fee Half Year
<b>RETAIL - QUOTA</b>		
<input type="checkbox"/> <b>Quota Retail Package License</b> (KRS 243.230, KRS 243:240, 804 KAR 9:040) A quota license must be available prior to applying.	<b>\$800</b>	<b>\$400</b>
<input type="checkbox"/> <b>Quota Retail Drink License</b> (KRS 243.250, 804 KAR 9:050) A quota License must be available prior to applying.	<b>\$500</b>	<b>\$250</b>
<b>RETAIL</b>		
<input type="checkbox"/> <b>NQ Retail Malt Beverage Package License</b> (KRS 243.280)	<b>\$200</b> If applying for both an NQ Retail Malt Beverage Package License and an NQ-4 Retail Malt Beverage Drink License, the total license fee for a full year for both is \$250: \$200 for a primary NQ Malt Beverage License and \$50 discounted fee to add the secondary NQ Malt Beverage License. (KRS 243.070 (18))	<b>\$100</b>

<input type="checkbox"/> <b>NQ-1 Retail Drink License</b> (KRS 243.082) Specify the business type:  <input type="checkbox"/> <b>Convention Center</b> – Premises capacity of 1,000 persons  <input type="checkbox"/> <b>Horse Trace</b> - Premises located at a track licensed by the Kentucky Racing Commission (KRS 243.265) <b>Attach</b> a copy of the racing license issued by the Kentucky Racing Commission.  <input type="checkbox"/> <b>Automobile Race Track</b> -Premises seating capacity of 30,000 persons  <input type="checkbox"/> <b>Air or Rail System</b> -Commercial airline system or railroad company sells alcohol to passengers on scheduled or chartered trips. <b>Attach</b> a copy of the listing of the air or rail terminals used and the locations of storage areas.  <input type="checkbox"/> <b>State Park</b> -9 or 18 hole golf course, or full service lodge and dining room with or without a 9 or 18 hold golf course	<b>\$800</b>	<b>\$400</b>
<input type="checkbox"/> <b>NQ-2</b> (KRS 243.084) Specify the business type:  <input type="checkbox"/> <b>Restaurant</b> – Minimum 50% of gross annual income from food sales and minimum seating capacity of 50 persons at tables  <input type="checkbox"/> <b>Motel/Hotel</b> – Minimum 50 sleeping rooms, 25,000 square feet of parking, and maintain a restaurant with 50 % food sales and minimum seating capacity of 50 people at tables  <input type="checkbox"/> <b>Airport</b> –Premises located in a commercial airport through which more than 500,000 passengers arrive or depart annually  <input type="checkbox"/> <b>Riverboat</b> -Capacity to carry more than 100 passengers. <b>Attach</b> a copy of the applicant’s license issued by the United State Coast Guard authorizing the applicant’s Riverboat to carry 100 or more passengers.  <input type="checkbox"/> <b>Distillery</b> - Must be located in wet territory or distillery moist territory and all employees who will be involved in sales or service must be STAR trained within (30) days of beginning employment.	<b>\$800</b>	<b>\$400</b>
<input type="checkbox"/> <b>NQ-3 Retail Drink License</b> (KRS 243.086) Specify the business type:  <input type="checkbox"/> <b>Private Club</b> – Nonprofit charitable, civic, social, fraternal organization, or political club with has maintained a room from witch the general public has been excluded for at least one (1) year. <b>Attach</b> documentary evidence of the applicant’s non-profit status.  <input type="checkbox"/> <b>Dining Car</b> – Railroad or Pullman car company that sells alcohol by package or drink on a train  <input type="checkbox"/> <b>Bed and Breakfast</b> – Must be located in wet territory and may only sell to registered overnight guests. <b>Attach</b> “Permit to Operate”. (902 KAR 45:006)	<b>\$300</b>	<b>\$150</b>
<input type="checkbox"/> <b>NQ-4 Retail Malt Beverage Drink License</b> (KRS 243.088)	<b>\$200</b>  If applying for both an NQ Retail Malt Beverage Package License and an NQ-4 Retail Malt Beverage Drink License, the total license fee for a full year for both is \$250: \$200 for a primary NQ Malt Beverage License and \$50 discounted fee to add the secondary NQ Malt Beverage License. (KRS 243.070 (18))	<b>\$100</b>

<input type="checkbox"/> <b>Limited Restaurant LR 100</b> (KRS 241.010, KRS 242.1244)  <input type="checkbox"/> <b>LR100</b> – Minimum 70% food sales and minimum seating capacity of 100 persons at the tables	\$800	\$400
<input type="checkbox"/> <b>Qualified Historic Site License</b> (KRS 241:.010, KRS 243.042)	\$800	\$400
<input type="checkbox"/> <b>Limited Golf Course License</b> (KRS 243.038, KRS 243.039)	\$1200	\$600
<input type="checkbox"/> <b>Caterer's License</b> (KRS 241.010, 243.033) Premises contain commissary (kitchen) and applicant holds food service permit. <b>Attach</b> a copy of the applicant's Food Service Permit issued by the local health department.	\$800	\$400
<b>PRODUCER / SUPPLIES</b>		
<input type="checkbox"/> <b>Distiller's License</b> – (KRS.243.120, KRS.130, 804 KAR 4:240) <b>Attach</b> a copy of the Federal Basic Permit.	\$500	\$250
<input type="checkbox"/> <b>Rectifier's License – Class A</b> {50,000 gallons or less rectified annually} (KRS.243.120, KRS.130, 804 KAR 4:240) <b>Attach</b> a copy of the Federal Basic Permit.	\$3000	\$1500
<input type="checkbox"/> <b>Rectifier's License – Class B</b> {50,000 gallons or less rectified annually} (KRS.243.120, KRS.130, 804 KAR 4:240)  <b>Attach</b> a copy of the Federal Basic Permit. <b>Attach the most recent Federal Monthly Report of Processing Operations form if available.</b>	\$960	\$480
<input type="checkbox"/> <b>Brewer's License</b> (KRS 243.150, KRS 244.606) <b>Attach</b> a copy of the Federal Basic Permit.	\$500	\$250
<input type="checkbox"/> <b>Microbrewery License not to exceed 50,000 barrels produced annually</b> (KRS 243.157, KRS 244.606) <b>Attach a copy of the Federal Basic Permit.</b> <b>Attach the most recent Federal Monthly Report of Processing Operations from if available. (TTB F 5130.9)</b>	\$500	\$250
<b>DISTRIBUTION / WHOLESALE LICENSES</b>		
<input type="checkbox"/> <b>Wholesaler's License</b> (KRS 243.160, KRS 243.170) <b>Attach</b> a copy of the Federal Basic Permit.	\$3000	\$1500
<input type="checkbox"/> <b>Distributor's License</b> (KRS 243.180, KRS 244.606) <b>Attach</b> a copy of the Federal Basic Permit.	\$400	\$200
<b>STORAGE</b>		
<input type="checkbox"/> <b>Bottle House /Bottling House Storage License (KRS 243.350)</b> <b>Attach</b> a copy of the Federal Basic Permit	\$1000	\$500

SUPPLEMENTAL LICENSE		
<input type="checkbox"/> <b>Extended Hours Supplemental License</b> Available only to holders of NQ-1 Retail Drink Licenses and Qualified Historic Site Licensee located within a commercial airport. (KRS 243.050, 804 KAR 4:230)	\$300	\$150
<input type="checkbox"/> <b>Special Sunday Retail Drink License</b> Available <u>only</u> if authorized by local ordinance or election. (KRS 244.290, KRS 244.230)	\$300	\$150
<input type="checkbox"/> <b>Supplemental Bar License - Fees are required for the first five. (KRS 243.037, KRS 241.010)</b>  Select supplemental license type that applies to primary license type:		
<input type="checkbox"/> Quota Retail Drink	\$1000	\$500
<input type="checkbox"/> NQ-2 Retail Drink	\$1000	\$500
<input type="checkbox"/> Limited Restaurant	\$1200	\$600
<input type="checkbox"/> Limited Golf Course	\$1200	\$600
<input type="checkbox"/> NQ-3 Retail Drink	\$300	\$150
How many Supplemental Licenses is the applicant applying for? _____		

No license to sell alcoholic or malt beverages shall be granted or renewed to any person who is delinquent in the payment of any taxes or fees due to the City at the time of issuing the license, nor shall any license be granted or renewed to sell upon any premises or property, owned and occupied by the licensee upon which there are any delinquent taxes or fees due the City. Further, if a licensee becomes delinquent in the payment of any taxes or any fees due the City at any time during the license period, the license to sell alcoholic or malt beverages shall be subject to revocation or suspension.

Initial here: \_\_\_\_\_

**ALL PROPER INSPECTION FORMS MUST ACCOMPANY APPLICATION TO OBTAIN A LICENSE. i.e. ZONING INSPECTION, FIRE INSPECTION, BUILDING INSPECTION, HEALTH INSPECTION.**

I hereby affirm that I will, in good faith abide by every statute, federal or state, and the ordinances of the City of Corbin relating to the manufacture, sale, and transportation of alcoholic beverages that may or shall be in force pertaining thereto; and also that neither I nor any person interested or to become interested therein has been convicted of any felony at any time or convicted of any misdemeanor or violation directly or indirectly attributable to the use, manufacture, sale or traffic in alcoholic beverages within two years preceding the date of application and that I have not had any license that has been issued to me for such purposes, suspended or revoked for cause within two years prior to the date of this application. ***I do hereby solemnly swear or affirm that all statements contained in this application and all attachments are true and correct to the best of my knowledge, information, and belief. I understand I may not begin to operate with alcohol activity until a license(s) has been issued by both the City of Corbin and State of Kentucky. I hereby authorize the release of Police and/or Criminal Records to the City of Corbin ABC Administrator.***

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Date

Applicants Signature

Checklist

<input type="checkbox"/> Have you included a copy of your State Basic License Application?
<input type="checkbox"/> Have you signed your application?
<input type="checkbox"/> Have you included your license fees?
<input type="checkbox"/> Have you included your signed Verification of Food Service Compliance Form?
<input type="checkbox"/> Have you included your completed Certified Alcohol Server Training Form?

Affidavit

I, \_\_\_\_\_ do hereby solemnly swear or affirm that I am aware that my State application is incorporated and made a part of this application, and that the answers contained therein plus the questions responded to above are true and correct to the best of my knowledge, information and belief. I further understand that in accordance with Article VII of the Alcoholic Beverage Control Administrator and his investigators for (a) inspections and searches of the licensed premises listed above: (b) confiscation of articles found on said licensed premises in violation of any Ordinance or Stature; and (c) emergency temporary closure of the licensed premise if the public health, safety, morals and welfare is threatened by multiple violations of any Ordinance or Stature involving disturbance of the peace or public disorder during the course of one day's operation of the licensed premises.

Date of Application: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Alcoholic Beverage Control Administrator

## ABC APPLICATION INSTRUCTIONS

A. Properly complete all appropriate City, State and Federal Application Forms. The Corbin ABC Administrator must sign off on your Kentucky State Application on the portal before the State will consider the application. He / She will sign off on the Kentucky application only after all City requirements are met. **To apply for the state application you will need to apply online at: <https://abc-portal.ky.gov/s/>**

B. Payment of State and Federal fees must be: A Certified Check, Cashiers' Check or Money Order. You must submit with each application a separate payment made payable to:

**City of Corbin ABC License: payable to "City of Corbin"**

**Kentucky State ABC License: payable to "Kentucky State Treasurer" or debit card online.**

**Federal ABC License: payable to "Bureau of Alcohol, Tobacco and Firearms"**

C. Run a legal advertisement in the News Journal for one day (select the proper format from the examples attached.) You must attach a copy to each Application Form.

D. If you are purchasing an existing licensed establishment, you must complete proper section of the State application. Under State Law, you are not allowed to use the current owner's license in order to keep the business running while your application is being processed. The current owner would have to continue to run the business during that time period.

E. If you do not own the building where you plan to establish your licensed business, you must send a copy of the lease, dated and signed by both the lessee and the lesser. Lessee must be the same party, or parties, as listed on the Application Forms. The lease must be valid and in force through the full license period. City and State license periods end annually March 31. The ATF special tax registration is due annually on June 30.

F. A City of Corbin Business License must be presented or purchased and a copy presented with this application. **New businesses must complete the business application process through the City Collector / Treasurer's office at the Corbin City Government Center at 805 S Main Street, Corbin, KY 40701.**

G. The investigative process will normally take from five to ten working days at the local level. If problems or questions arise, the investigation time may increase. For this reason, it is very important that the applicant furnish a telephone number where a responsible party may be reached by the investigating officer assigned to handle the application.

F. After the local Administrator has approved the City application, He / She will sign the State application online. You are responsible for mailing your KY State Application and any necessary forms to the Kentucky Alcoholic Beverage Control Board in Frankfort, Kentucky. You are also responsible for mailing all Federal forms to the Bureau of ATF.

**If you sell alcohol for consumption, you must obtain a fire inspection, building inspection, and zoning inspection, before obtaining your alcohol license. You cannot sell alcohol without these inspections.**

**If you have any question or concerns, call the City of Corbin's ABC Administrator at (606) 523-6522 Ext 1 or visit us at 805 S Main Street, Suite #106 Corbin, KY 40701.**

**Our mailing address is City of Corbin, ABC Office, P. O. Box 1343, Corbin, KY 40702**



## ALCOHOL & BEVERAGE CONTROL

The City of Corbin requires Mandatory Responsible Beverage Service Training for all Alcohol Licensee's under our Alcohol Ordinance 5-2016, which states:

- (a) All persons employed in the selling and serving of alcoholic beverages shall participate in and complete a City approved responsible beverage service training program.
- (b) From a responsible beverage servicing training program to be approved by the City, it must be effectively train its participants in the identification of false age documents and recognition of characteristics of intoxication.
- (c) A City approved beverage servicing training program shall consist of in class training or online training of the STAR program.
- (d) If a City approved beverage service training is not obtained the server will be prohibited from serving.
- (e) All persons required to complete training under paragraph (a) above shall complete that training within ninety (90) days of the date on which the person first becomes subject to the training requirement. All persons completing the training required by this section shall be re-certified in responsible beverage service training from a program approved by the City not less than once every three years thereafter.
- (f) The manager or the restaurant shall be responsible for compliance with the training requirements and shall maintain for inspection by the City ABC Administrator a record or file on each employee that shall contain the pertinent training information.

Establishments that train their employees benefit by reducing risk and creating a safer, more responsible work environment. The training can be used to mitigate liability during a lawsuit involving intoxication by providing evidence of intent on the part of the establishment that serves and sells alcoholic beverages. In addition, this train can lower liquor liability insurance premiums, offer compliance with local laws and regulations, reduce penalties for alcohol violations, and prevent alcohol related crimes such as property damage and assault.

Effective training will enhance the fundamental people skills of servers, sellers, and consumers of alcohol. At the same time, the training should help individuals understand the difference between people enjoying themselves and those who are getting into trouble with alcohol. Employees and managers who participate in this training are able to spot underage drinkers and prevent sales to minors, recognize signs of intoxication, effectively intervene to prevent problem situations, and handle refusal situations with greater confidence.

To register for a server training course (S.T.A.R.) provided by the Kentucky Department of Alcoholic Beverage Control visit their website: [abc.ky.gov](http://abc.ky.gov)

The City of Corbin shall require the Licensee to show proof of training by providing a training list of all employees that meet the criteria listed above, with hire date, employee's full name, date of birth, course name, class date, expiration, and student id number.

Your cooperation is greatly appreciated. If you have any questions you can contact me at (606) 523-6522 Ext 1 .

Respectfully,

Skye Smith  
ABC Administrator