



Beer & Alcohol License Guide

Ogden City Customer Service Center
2549 Washington Blvd. Suite 240
Ogden, UT 84401 Phone: 801-629-8959

Note: Ogden City alcohol licenses and the State of Utah alcohol licenses have different category types. Ogden City licenses must be approved prior to the State's license approval. Application to the State must be complete & submitted by the 10th day of the month in order to make the State's agenda meeting. The State's requirements may vary on the type of license granted.

| Ogden City Requirements |
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| <input checked="" type="checkbox"/> Complete Alcohol Application. |
| <input checked="" type="checkbox"/> Fees are due at time of applications. |
| <input checked="" type="checkbox"/> Ownership entity organizational papers for business. (Names and Addresses) a. Corporation; provide a copy of articles of incorporation. b. Partnership; provide a copy of written agreement. c. LLC; provide copy of articles of organization. d. DBA; if different than entity name or an individual |
| <input checked="" type="checkbox"/> Provide original criminal background check. (BCI or FBI) ON PREMISE <input checked="" type="checkbox"/> Provide original criminal background check. (BCI, FBI, or National background check from on-line source) OFF PREMISE <input checked="" type="checkbox"/> Background checks are required all owners, partners, principal officers, directors and managers. <input checked="" type="checkbox"/> <i>OGDEN CITY DOES NOT REQUIRE FINGERPRINT CARDS</i> |
| <input checked="" type="checkbox"/> Applicant must provide a photo ID for everyone who requires a background check. |
| <input checked="" type="checkbox"/> Note on application evidence of proximity to schools, churches, libraries, playgrounds and or parks. |
| <input checked="" type="checkbox"/> Provide scaled floor plan (8 ½" x 11") highlighting areas for storage, sale and consumption of alcoholic beverages. |
| <input checked="" type="checkbox"/> Tips, S.M.A.R.T. or other Alcohol Server training cards or certificates for employees & owners who will be serving or preparing alcohol beverages. Refer to Department of Alcohol Beverage Services for a list of training providers abs.utah.gov |
| <input checked="" type="checkbox"/> Local Consent may be granted after complete application has been reviewed. |
| <input checked="" type="checkbox"/> Review and written approval from all City, Health <u>or</u> Agriculture department is required in order for license issuance. |
| <input checked="" type="checkbox"/> Provide food menu & posted alcohol prices. |
| <input checked="" type="checkbox"/> State of Utah Sales Tax Certificate. |

(DABS)

Department of Alcoholic Beverage Services
1625 S. 900 W., Salt Lake City, UT 84101
Phone: (801) 977-6800

(BCI)

Bureau of Criminal Identification of Utah
4315 S 2700 W, Taylorsville, UT 84129
Phone: (801) 965-4445