



## Off Premise Beer 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 10<sup>th</sup> 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

- ☒ Complete Alcohol Application.
- ☒ Fees are due at time of applications.
- ☒ 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
- ☒ Provide original criminal background check. (BCI, FBI, or National background check from on-line source) **OFF PREMISE**
- ☒ **Background checks are required all owners, partners, principal officers, directors and managers.**
- ☒ *OGDEN CITY DOES NOT REQUIRE FINGERPRINT CARDS*
- ☒ Applicant must provide a photo ID for everyone who requires a background check.
- ☒ Note on application evidence of proximity to schools, churches, libraries, playgrounds and or parks.
- ☒ Provide scaled floor plan (8 ½" x 11") highlighting areas for storage, sale and consumption of alcoholic beverages.
- ☒ Off Premise or E.A.S.Y. training education training cards or certificates. Refer to Department of Alcohol Beverage Services for a list of training providers [abs.utah.gov](http://abs.utah.gov)
- ☒ Local Consent may be granted after complete application has been reviewed.
- ☒ Review and written approval from all City, Health or Agriculture department is required in order for license issuance.
- ☒ State of Utah Sales Tax certificate for store retail & tobacco sales.
- ☒ Copy of Tobacco sales or Specialty Shop license from the Weber Morgan Health Dept

#### (DABS)

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

#### (BCI)

Utah Bureau of Criminal Identification of Utah  
4315 S 2700 W, Taylorsville, UT 84118  
Phone: (801) 965-4445