



**State of New Hampshire
Liquor Commission
Division of Enforcement & Licensing**



LIMITED LIABILITY PARTNERSHIP – CHECKLIST FOR DOCUMENTS NEEDED

Liquor License Applicant Checklist of Documents Required for Licensing

RSA 178:3 requires that you **provide copies of the following documents** for consideration of licensure. The liquor license is issued by the NHLC and all documents are retained at the NHLC's Enforcement Office in Concord, NH.

ALL DOCUMENTS MUST APPEAR IN THE LLC'S (APPLICANT) NAME

EIN# _____			
1.	<input type="checkbox"/>	Ownership of Premise: Warranty Deed, Lease agreement to the LLC	On or Off Premise
2.	<input type="checkbox"/>	Bill of Sale/Lease: furniture, fixtures and equipment to the LLC	On or Off Premise
3.	<input type="checkbox"/>	Cigar Bar: Bill of Sale for humidor to the LLC	On Premise
4.	<input type="checkbox"/>	Bill of Sale/Lease: draft system to the LLC	On Premise
5.	<input type="checkbox"/>	Bill of Sale: alcoholic beverages with complete inventory of stock to LLC	On or Off Premise
6.	<input type="checkbox"/>	Permit of Assembly to the LLP - contact the local fire department	On Premise
7.	<input type="checkbox"/>	Food Service Permit to the LLC - contact the local or State health agency	On Premise
8.	<input type="checkbox"/>	Certificate of Registered Trade Name to the LLC – call NH SOS at (603)271-3242	On or Off Premise
9.	<input type="checkbox"/>	Notarized Affidavit: for each member/manager LLC Shareholder (5% or More) (section 5 MUST be initialed by affiant & notarized)	On or Off Premise
10.	<input type="checkbox"/>	Letter of managerial appointments with affidavits or affidavits for Persons in Charge	On or Off Premise
11.	<input type="checkbox"/>	Certificate of Management Training Seminar (MTS)	On or Off Premise
12.	<input type="checkbox"/>	Designee notification for MTS training	On or Off Premise
13.	<input type="checkbox"/>	Menu: restaurant licenses only	On Premise
14.	<input type="checkbox"/>	a. Town approval <input type="checkbox"/> letter of approval <input type="checkbox"/> 15 days-no letter <input type="checkbox"/> objection b. business license (Salem, Manchester & Bedford) Special Permits (Hudson PD)	On or Off Premise
15.	<input type="checkbox"/>	Wholesale grocery stock available to public: 7 Items: meat, vegetables, fruit, dairy (milk), bread, cereal, snack foods (\$3,000 for Combination License); (\$1,000 for Beer Specialty License) <input type="checkbox"/> Drug Store Combination licensee is or employs a Registered Pharmacist; no grocery required	Off Premise
16.	<input type="checkbox"/>	Diagram, Sketch or plan of physical layout of establishment	On or Off Premise
17.	<input type="checkbox"/>	Entertainment approval from the Town	On Premise
18.	<input type="checkbox"/>	Previous Liquor License	On or Off Premise

LIMITED LIABILITY PARTNERSHIP DOCUMENTATION

19.	<input type="checkbox"/>	Certificate of Formation with all addenda attached
20.	<input type="checkbox"/>	Certificate of Good Standing issued within the last 12 months
21.	<input type="checkbox"/>	Certificate of Authority if non-NH LLC
22.	<input type="checkbox"/>	LLP Operating Agreement
23.	<input type="checkbox"/>	Consent of All partners and/or appointments of LLC Manager, (Full Name, DOB, POB, Legal Address)
24.	<input type="checkbox"/>	Notarized original Power of Attorney and original Affidavit for any person or lawyer

Call (603) 271-3521 when establishment is ready for investigator inspection. Following inspection, call for final licensing appointment. BRING A COPY OF ALL YOUR DOCUMENTS WITH CASH OR A BLANK CHECK FOR LICENSING FEE.

OTHER INFORMATION YOU NEED TO KNOW

The following information is NOT required to obtain a NH Liquor License but something we think you should be aware of. The decision to acquire or dismiss the advice is purely your option.

- **Rooms & Meals Operator License** Contact the NH Department of Regulated Revenue at (603)- 230-5900.
- **Purchase of Liquor on Credit** If you wish to purchase liquor for the State of NH on credit, you must contact the Accounts Receivable Department at (603) 230-7053.
- **Town or City Approval** Some NH cities and towns require additional approval to meet city or town ordinances or local zoning laws. Check with your local city or town for regulations on “Sunday Permits”, signage, entertainment, etc.

There are FREE EDUCATION PROGRAMS offered to the public by the NHLC Division of Enforcement & Licensing

- **T.E.A.M.** designed for On-Sale Licensees and their employees.
- **M.T.S.** designed for all licensees and/or managers
- **On-line Training** also available at <http://training.liquor.nh.gov/emoodle>

Visit our website @ www.state.nh.us/liquor for dates, times and locations or feel free to call the Special Services Unit at (603) 271-8531.