

EXPLANATION OF LLP DOCUMENTS

1. **OWNERSHIP OF PREMISE:** *MUST BE IN LLP NAME* - A copy of the warranty deed or a lease agreement showing that you have the right to occupy the premise and are in control of the premises.
2. **BILL OF SALE FOR FURNITURE, FIXTURES AND EQUIPMENT:** *MUST BE IN LLP NAME*- Unless already stated in the above document, will need a document stating you either own or are leasing/renting the furniture fixtures and equipment.
3. **CIGAR BAR: BILL OF SALE FOR HUMIDOR:** *MUST BE IN LLP NAME* - You will need a Bill of Sale for Humidor.
4. **IF AN ON-PREMISE LICENSEE AND YOU HAVE A DRAFT SYSTEM:** *MUST BE IN LLP NAME*
Will need a copy of the bill of sale or lease for the draft system.
5. **IF YOU ARE BUYING AN ALREADY LICENSED ESTABLISHMENT AND THERE IS ALCOHOL:** *MUST BE IN LLP NAME*
Need a bill of sale with a \$\$ amount along with a complete inventory of the stock by brand and type.
6. **IF AN ON-PREMISE LICENSE:** *MUST BE IN LLP NAME* Must have a permit of assembly showing the seating capacity allowed by the local fire department.
7. **IF AN ON-PREMISE LICENSE:** *MUST BE IN LLP NAME* Must have a food certification permit (health certificate) from the local or state health agency or a grading sheet totaling a score of at least 70 or above.
8. **CERTIFICATE OF REGISTERED TRADE NAME FROM THE NH SECRETARY OF STATES OFFICE:** *MUST BE ISSUED TO LLP* - (if name is different than LLP name must be registered to the LLP).
9. **NOTARIZED AFFIDAVITS:** For each partner/manager of LLP, Shareholder holding 5% or more – **attached.**
10. **IF APPOINTING A MANAGER FOR THE ESTABLISHMENT:** Must have a letter from LLP appointing person as manager and attach an affidavit for the manager and or persons in charge.
11. **COPY OF THE CERTIFICATE OF MTS TRAINING:** (if attended prior to getting license) must be either manager or LLP Partner.
12. **DESIGNEE NOTIFICATION FOR MTS TRAINING:** Filled out and signed by LLP partner or LLP manager– **attached.**
13. **IF ON-PREMISE RESTAURANT LICENSE:** We must have a copy of your menu.
14. **TOWN APPROVAL:** Need letter from town stating they have no objection to you having a liquor license at this address (only need if within 15 days of submitting your request for application to us). Additional permits (In the city/town of Salem, Manchester, or Bedford must have a license issued by city/town for operation on Sunday, in the town of Hudson must have a permit from the town of Hudson).
15. **IF PREMISE has SMOKING ROOM/AREA –** *MUST BE* clearly defined on your diagram (see item # 17), NHLC office to provide licensee with Title XII Public Safety and Welfare 3 page packet.
16. **IF COMBINATION LICENSE:** Must have proof of \$3,000.00 wholesale grocery stock available to the public and it must include milk (including dairy), bread, meat, (vegetables, fruits- canned or fresh), cereal and snack food (soda, juice, water, candy, ice cream, pastries, chips, etc.). **\$1,000 Wholesale Grocery Stock if BEER SPECIALTY**
17. **DIAGRAM, SKETCH OR PLAN OF PHYSICAL LAYOUT OF ESTABLISHMENT** - Copy of Diagram, Sketch, or plan of physical layout of establishment
18. **IF ON-PREMISE LICENSE WANTING ENTERTAINMENT:** Letter from town stating they have no objections to you having entertainment at your establishment.
19. **IF THERE WAS A PREVIOUS LICENSE PRIOR TO YOU:** Need previous license, copy of previous license, or trade name and license number of previous license.

LLP DOCUMENTS:

20. **CERTIFICATE OF FORMATION OF LLP WITH ALL ADDENDUMS ATTACHED:** What you filled out for your LLP and sent to NH Secretary of State – they will send it back with stamp on upper right corner.
21. **CERTIFICATE OF GOOD STANDING FROM SECRETARY OF STATE ISSUED WITHING THE LAST 12 MONTHS:** Go on the Secretary of States website "NH.GOV/SOS" print this off from the page with your information.
22. **CERTIFICATE OF AUTHORITY FROM NH SECRETARY OF STATE'S OFFICE:** Only if your LLP is not a NH LLP.
23. **LLP OPERATING AGREEMENT:** If you do not have one, you can go online and google LLP operating agreement, print out and fill out and sign.
24. **CONSENT OF ALL PARTNERS AND OR APPOINTMENT OF LLP MANAGER:** This is something stating your LLP was formed on the certificate of formation date and the following are the LLP partners/LLP manager – include full name, date of birth, place of birth, legal address and title.

25. IF SOMEONE OTHER THAN LLP PARTNER OR LLP MANAGER WILL BE SIGNING THE APPLICATION: -Must have notarized original power of attorney and affidavit for person with power of attorney.

L-008a (Updated 12/27/2016)