



State of New Hampshire  
Liquor Commission  
Division of Enforcement & Licensing



**SOLE PROPRIETOR'S CHECKLIST FOR DOCUMENTS NEEDED**

**Liquor License Applicant Checklist of Documents Required for Licensing**

RSA 178:3 requires specific details for the qualification of the issuance of a NH Liquor License. As a Liquor License Applicant, **you must 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 Enforcement & Licensing Office in Concord, NH.

**ALL DOCUMENTS MUST APPEAR IN THE SOLE PROPRIETOR'S (APPLICANT) NAME**

EIN# _____		
1.	<input type="checkbox"/> Ownership of Premise: WARRANTY DEED, LEASE AGREEMENT – TO THE SOLE PROPRIETOR	On or Off Premise
2.	<input type="checkbox"/> Bill of Sale/Lease: FURNITURE, FIXTURES, and EQUIPMENT TO THE SOLE PROPRIETOR	On or Off Premise
3.	<input type="checkbox"/> Cigar Bar: Bill of Sale for Humidor TO THE SOLE PROPRIETOR	On Premise
4.	<input type="checkbox"/> Bill of Sale/Lease: DRAFT SYSTEM TO THE SOLE PROPRIETOR	On Premise
5.	<input type="checkbox"/> Bill of Sale: ALCOHOLIC BEV W/A COMPLETE INVENTORY OF STOCK TO SOLE PROPRIETOR	On or Off Premise
6.	<input type="checkbox"/> Permit of Assembly: CONTACT THE LOCAL FIRE DEPARTMENT – TO SOLE PROPRIETOR	On Premise
7.	<input type="checkbox"/> Food Service Permit: CONTACT LOCAL OR STATE HEALTH AGENCY TO SOLE PROPRIETOR	On Premise
8.	<input type="checkbox"/> Certificate of Reg. Trade Name: NH SECY OF STATE (603)271-3246 TO THE SOLE PROPRIETOR	On or Off Premise
9.	<input type="checkbox"/> Notarized Affidavit: For SOLE PROP (section 5 must be initialed by affiant & must be notarized)	On or Off Premise
10.	<input type="checkbox"/> Letter of Managerial Appointments w/supporting affidavits or affidavits for Person in Charge	On or Off Premise
11.	<input type="checkbox"/> Certificate of MTS Training (Management Training Seminar)	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.	a. <input type="checkbox"/> <b>TOWN APPROVAL</b> <input type="checkbox"/> letter of approval <input type="checkbox"/> 15 days no letter <input type="checkbox"/> Objection b. <input type="checkbox"/> Business license (Salem, Manchester, & Bedford) or Special Permit (Hudson Police Dept)	On or Off Premise On or Off Premise
15.	<input type="checkbox"/> Establishment has a designated smoking room or area <input type="checkbox"/> HHS Indoor Smoking Law provided	On or Off Premise
16.	<input type="checkbox"/> Proof of \$3,000 Wholesale Grocery Stock available to public (comb licenses only) 7 Items: Meat, Veg, Fruit, Dairy (milk), Bread, Cereal, Snack Foods <b>\$1,000 if BEER SPECIALTY</b> <input type="checkbox"/> Drug Store Combination licensee is or employs a Registered Pharmacist per Liq 706.13	Off Premise
17.	<input type="checkbox"/> Diagram, Sketch or plan of physical layout of establishment	On or Off Premise
18.	<input type="checkbox"/> Entertainment approval from the Town	On Premise
19.	<input type="checkbox"/> Previous License	On or Off Premise
20.	<input type="checkbox"/> Notarized Original Power of Attorney & Original Affidavit for any person or lawyer	On or Off Premise

**Licensing Specialist/Investigator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Call 271-3523 when establishment is ready for investigator inspection.**  
**After inspection call for licensing appointment, a COPY of ALL checked documentation shall be provided for the final appointment.**  
**REMEMBER TO BRING CASH OR BLANK CHECK FOR LICENSING FEE**



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## 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.

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### 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](http://www.state.nh.us/liquor) for dates, times and locations or feel free to call the Special Services Unit at (603) 271-8531.