

EXPLANATION FOR SOLE PROPRIETOR'S CHECKLIST:

1. **OWNERSHIP OF PREMISE:** MUST BE IN SOLE PROPRIETOR'S (APPLICANT) NAME ONLY
A copy of the warranty deed or a lease agreement showing that you have the right to be occupying the premise and are in control of the premises.
2. **Bill of Sale or Lease for the Furniture, fixtures and equipment:** MUST BE IN SOLE PROPRIETOR'S (APPLICANT) NAME ONLY Unless already stated in the above document, you 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 SOLE PROPRIETOR'S (APPLICANT) NAME ONLY
Need a bill of sale for the Humidor.
4. **IF AN ON-PREMISE LICENSEE AND HAVE A DRAFT SYSTEM:** MUST BE IN SOLE PROPRIETOR'S (APPLICANT) NAME ONLY Need a copy of the bill of sale with a \$\$ amount or lease for the draft system.
5. **IF YOU ARE BUYING AN ALREADY LICENSED ESTABLISHMENT AND THERE IS ALCOHOL:** MUST BE IN SOLE PROPRIETOR'S (APPLICANT) NAME ONLY 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 SOLE PROPRIETOR'S (APPLICANT) NAME ONLY 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 SOLE PROPRIETOR'S (APPLICANT) NAME ONLY Must have a food certification permit (health certificate) from the local or state health agency or a score sheet with a rating of 70 or above.
8. **CERTIFICATE OF REGISTERED TRADE NAME FROM THE NH SECRETARY OF STATES OFFICE:** MUST BE IN SOLE PROPRIETOR'S (APPLICANT) NAME ONLY
9. **NOTARIZED AFFIDAVIT FOR THE SOLE PROPRIETOR – attached.**
10. **IF APPOINTING A MANAGER FOR THE ESTABLISHMENT** MUST HAVE A LETTER FROM SOLE PROPRIETOR 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 designated manager in writing or owner.
12. **DESIGNEE NOTIFICATION FOR MTS TRAINING FILLED OUT AND SIGNED BY APPLICANT- 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 objections 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 A COMBINATION LICENSE** – must have proof of \$3,000.00 wholesale grocery stock available to public 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.
20. **IF SOMEONE OTHER THAN APPLICANT WILL BE SIGNING THE APPLICATION** - Must have a notarized original power of attorney and affidavit for person with power of attorney.