Application Procedures for Temporary or Permanent Extensions of Premises/Patio Permit

The Extension of Premises/Patio Permit application is administered by the Arizona Department of Liquor Licenses & Control (DLLC). The City of Phoenix makes a recommendation to the DLLC on Temporary and Permanent Extensions of Premises/Patio Permit applications. This form is intended to guide applicants through the City process for the Extension of Premises. For DLLC procedures please contact (602) 542-5141.

Temporary Extensions of Premises/Patio Permit

All application materials should be submitted four to six weeks prior to the proposed event.

1. Application materials
   - Notarized and signed Application for Extension of Premises/Patio Permit (attached, DLLC form).
     This document is maintained by the Arizona Department of Liquor Licenses & Control (DLLC) and can be accessed at [http://www.azliquor.gov/forms/invextperm_access.pdf](http://www.azliquor.gov/forms/invextperm_access.pdf)
   - Description of Events Form (attached, City form)
   - One 8.5” x 11” copy of Site Plan

2. The above application materials (3) must be submitted to the following location for review:

   City of Phoenix Planning and Development Department, Zoning Counter
   200 West Washington Street, Second Floor
   Phoenix, AZ 85003-1611

   For general planning & zoning information, please call (602) 262-7131.

3. Once the review of your application is complete you will be contacted to pick up the application from the Planning and Development Department, Zoning Division at the above address. If your application proposes outdoor activities in a zoning district that does not permit by-right outdoor uses you will be required to obtain an over the counter Temporary Permit from the City of Phoenix Planning and Development Department, in accordance with section 708.D of the Phoenix Zoning Ordinance.

4. Once you have picked up your application from the Planning and Development Department and received your necessary licensing, you will take your application to the DLLC, located at:

   Arizona Department of Liquor License & Control
   800 West Washington Street, Fifth Floor
   Phoenix, AZ 85007-5141

   At this point, the City review of your application has been completed and the DLLC will make the ultimate determination on your application. For information regarding the DLLC procedure please contact the DLLC at (602) 542-5141.
Permanent Extensions of Premises/Patio Permit

Permanent extensions of premises will take 10 business days for applications that have the appropriate zoning entitlements to expand. Some permanent extensions of premises will require use permits, which could significantly extend the timing of this process. Staff will not sign off on an application without the appropriate use permits.

1. Application materials
   - Notarized and signed Application for Extension of Premises/Patio Permit (attached, DLLC form).
     This document is maintained by the Arizona Department of Liquor Licenses & Control (DLLC) and can be accessed at http://www.azliquor.gov/forms/inv_extrem_access.pdf
   - One 8.5" x 11" copy of Site Plan

2. The above application materials (2) must be submitted to the following location for review:

3. City of Phoenix Planning and Development Department, Zoning Counter
   200 West Washington Street, Second Floor
   Phoenix, AZ 85003-1611

   For general planning & zoning information, please call (602) 262-7131.

4. Once the review of your application is complete you will be contacted to pick up the application from the Planning and Development Department at the above address. The expansion of alcoholic consumption areas may require a use permit from the City of Phoenix Planning and Development Department. The appropriate use permits must be obtained before the City will sign-off on a permanent extension of premises. Once the application has been singed off you will need to take the application to the DLLC, located at:

   Arizona Department of Liquor License & Control
   800 West Washington Street, Fifth Floor
   Phoenix, AZ 85007-5141

   At this point, the City review of your application has been completed and the DLLC will make the ultimate determination on your application. For information regarding the DLLC procedure please contact the DLLC at (602) 542-5141.

Upon request this publication will be made available in alternate formats including large print, Braille, audiotape or computer disk to accommodate a person with a disability if given reasonable advance notice. Please contact Nici Browe at voice 602-495-0256 or via the City TTY Relay at 602-534-5500.
APPLICATION FOR EXTENSION OF PREMISES/PATIO PERMIT

*OBTAIN APPROVAL FROM LOCAL GOVERNING BOARD BEFORE SUBMITTING TO THE DEPARTMENT OF LIQUOR*
**Notice: Allow 30-45 days to process permanent change of premise**

☐ Permanent change of area of service. A non-refundable $50 Fee will apply. Specific purpose for change:

___________________________________________________________________________________________________________________________________________

☐ Temporary change (No Fee) for date(s) of ___/___/___ through ___/___/___ list specific purpose for change:

___________________________________________________________________________________________________________________________________________

1. Licensee's Name: ___________________________ License#: ___________________________
   Last name: ___________________________ First name: ___________________________ Middle name: ___________________________

2. Mailing address: 
   Street: ___________________________ City: ___________________________ State: ___________________________ Zip Code: ___________________________

3. Business Name: ___________________________

4. Business Address: 
   Street: ___________________________ City: ___________________________ State: ___________________________ Zip Code: ___________________________

5. Email Address: ___________________________

6. Business Phone Number: ___________________________ Contact Phone Number: ___________________________

7. Is extension of premises/patio complete?
   ☐ N/A ☐ Yes ☐ No If no, what is your estimated completion date? ___/___/___

8. Do you understand Arizona Liquor Laws and Regulations?
   ☐ Yes ☐ No

9. Does this extension bring your premises within 300 feet of a church or school?
   ☐ Yes ☐ No

10. Have you received approved Liquor Law Training?
    ☐ Yes ☐ No

11. What security precautions will be taken to prevent liquor violations in the extended area? ___________________________

12. IMPORTANT: Attach the revised floor plan, clearly depicting your licensed premise along with the new extended area outlined in black marker or ink. If the extended area is not outlined and marked "extension" we cannot accept the application.

1/25/2017

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Individuals requiring ADA accommodations please call (602) 542-9027
Barrier Exemption: an exception to the requirement of barriers surrounding a patio/outdoor serving area may be requested. Barrier exemptions are granted based on public safety, pedestrian traffic, and other factors unique to a licensed premise. List specific reasons for exemption:

__________________________________________________________________________

__________________________________________________________________________

☐ Approval ☐ Disapproval by DLLC: __________________________ Date: _____/_____/

Notary

I, (Print Full Name), ____________________________________________, hereby declare that I am a CONTROLLING PERSON/AGENT filing this notification. I have read this document and the contents and all statements are true, correct and complete.

X (Signature) ______________________________
Controlling Person / Agent

State of __________________ County of __________________
the foregoing instrument was acknowledged before me this _____ Day ________ Month ________ Year

My commission expires on: ____________________________

Signature of NOTARY PUBLIC

GOVERNING BOARD

After completion, and BEFORE submitting to the Department of Liquor, please take this application to your local Board of Supervisors, City Council or Designate for their recommendation. This recommendation is not binding on the Department of Liquor.

☐ Approval ☐ Disapproval

Authorized Signature __________________________ Title __________________________ Agency __________________________ Date: __________________________

DLLC USE ONLY

Investigation Recommendation: ☐ Approval ☐ Disapproval by: __________________________ Date: _____/_____/

Director Signature required for Disapprovals: __________________________ Date: _____/_____/

1/25/2017

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Individuals requiring ADA accommodations please call (602) 542-9027
Extension of Premises - description of event
(To be filled out by Applicant)

1) Have you attached a detailed diagram of the designated area?

2) Hours of operation?

3) Estimated attendance?

4) Describe all activities to occur. Include any concessions, retail sales, gaming activities, any amplified noise, etc.

Contact Person:

Phone:  Email:

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