



## **DOCUMENT CHECKLIST**

**Modification of Premises**  
**Please submit each item listed below**

### **Application**

- ☐ Permit Application and Report of Changes (DR8442)

### **Proof of Possession of Property; Floor Plan**

- ☐ Deed (or) Lease
  - ✓ Lease must cover entire license period (minimum one year). Deed or lease must be in the name of the liquor license applicant.
  - OR**
  - ✓ Assignment of Lease (signed by original lessee).
  - ✓ Attach acceptance of assignment of lease (signed by applicant).
  - ✓ Attach consent to assignment of lease (signed by landlord).
- ☐ Two Floor diagram of premises to be licensed (8 ½" x 11" only)
  - ✓ One diagram should be of the current layout, the second the proposed layout.
  - ✓ Include dimensions of area to be licensed (anywhere alcohol will be stored or served).
  - ✓ Include bars, walls, partitions, entrances/exits and storage areas.
  - ✓ Label each room to indicate how it will be used.
  - ✓ Must include a black outline around diagram.

### **Fee Schedule**

Review the current Liquor Enforcement Division Fee Schedule.

Fees to the Department of Revenue can be paid directly through the DOR Enforcement Liquor Division PayPort Online Service and proof of payment submitted with all applications and renewals.

Fees to the Town of Fraser can be paid with a credit card or check and submitted with all applications and renewals.