

# TOWN OF FRISCO LIQUOR LICENSE INFORMATION

Dear Business Owner:

Liquor licenses in the State of Colorado are governed by Colorado Revised Statutes 12-46-101. Applications for a liquor license must be made on forms provided by the state licensing authority and must be approved by both the local and state licensing authorities before a license is issued.

A public hearing is required for all new liquor licenses and may not be scheduled less than thirty days after receipt of application by the local licensing authority. Notice shall be posted in a conspicuous place on the premises for which the application is being made and published in a newspaper of general circulation. "Parties in interest" from the neighborhood under consideration will be allowed to testify and to cross-examine witnesses at the scheduled public hearing.

All liquor licenses are valid for a period of one year from the date of their approval by the state licensing authority. The state will notify the licensee of the expiration date ninety days prior to expiration. It is the responsibility of the licensee to submit the appropriate forms and fees to the local licensing authority no fewer than forty-five (45) days prior to expiration of the license in order for the renewal to go before Town Council and be submitted to the State in a timely fashion.

The following state issued forms must be completed:

**DR 8404 Colorado Liquor or 3.2 Fermented Malt Beverage Retail License Application** – used for: (Fees vary – see application)  
New License Application  
Transfer of Ownership or Change in Partnership  
Late Renewal Application

**DR 8177 Limited Liability Company and corporate Report of Changes; Liquor and 3.2 Beer Licenses** – used for: (\$100.00 charge per person listed)  
Listing all officers, directors (corporation), or all managing members (LLC) – Must also fill out DR 8404-I

**DR 8404-1 Individual History Record** – used for:  
Must be completed by each individual applicant, general partner of a partnership, limited partners owning 10% or more of a partnership; all officers and directors of a corporation, all stockholders of a corporation, all stockholders of a corporation owning 10% or more of the stock of such corporation; all limited liability company managing members, or other limited liability company members with a 10% or more ownership interest in such company and all managers of a Hotel and Restaurant license.

**DR 8442 Permit Application and Report of Changes** – used for:  
Manager's Registration (Hotel & Restaurant Licenses) - \$75.00  
Change of Manager (Other Licenses) – No Fee

These forms are all available at the State of Colorado website at <https://www.colorado.gov/pacific/enforcement/liquor-forms-title>. The applicant, manager, and managing partners must also schedule an appointment with the Frisco Police Department (970-668-3579) to be fingerprinted. A \$100.00 per person fee will be charged for processing and completion of NCIC and CBI background checks. Fingerprinting must be completed prior to application submission.

We welcome your business to Frisco! If you have any questions or need further information, please feel free to call Monday – Friday, 8:00 a.m. – 5:00 p.m. or email [Deborah Wohlmuth](mailto:Deborah.Wohlmuth@frisco.gov), Frisco Town Clerk.