

CITY OF ELKO
LIQUOR LICENSE APPLICATION PROCESS
1751 COLLEGE AVE. ELKO, NV 89801
PHONE (775) 777-7138
FAX (775) 777-7129

In accordance with Section 4-5-4 of the Elko Municipal Code anyone engaged in the business of selling, serving or giving away liquor in the City limits of Elko must: 1) apply for; 2) receive Elko City Council approval; and 3) be issued a Liquor License. Included on this page are the instructions for applying for the license.

1. An Elko City Business License must be issued prior to applying for a Liquor License.
2. Please complete the Liquor License application and return it to the Business License Department at the address shown above.
3. The Business License Department will check the application for completion and verify that the applicant(s) has been issued an Elko City Business License. The applicant(s) will then proceed to the Police Department to submit their Liquor License application of which a copy will be made and kept by the Police Department.
4. The Police Department will start the Liquor License process. This will include a Fingerprint/Background Investigation fee and a Bar Card fee for each applicant.
5. The Police Chief, at his discretion, may allow the applicant(s) to receive a Temporary Liquor License and begin liquor sales immediately prior to receiving a Regular Liquor License. This will be noted on the liquor license application.
6. Once the Police Chief has signed the Liquor License application, the applicant will return to the Business License Department with the original application and required fees. Below are the fees which may be paid by check, cash, money order or credit card and are non-refundable:

| | |
|---|-----------------------------|
| Retail Liquor License - one bar | \$222.00 per quarter |
| Each additional bar, including service bar | \$117.00 per quarter |
| Retail Wine and/or Beer | \$117.00 per quarter |
| Wholesale Liquor License | \$132.00 per quarter |
| Brew Pub | \$117.00 per quarter |
| Wholesale Beer and/or Wine | \$108.00 per quarter |
| Packaged Liquor | \$192.00 per quarter |
| Packaged Beer and/or Wine license | \$102.00 per quarter |
| Fraternal, Social and Civic Club License | \$30.00 per quarter |
| * Caterer's Liquor License | \$60.00 per quarter |

7. The Police Chief will complete the background check and place the applicant's liquor license request on the next available City Council Meeting agenda. A copy of the agenda will be mailed to the applicant so they may attend the meeting.
8. Upon approval of the City Council a regular Liquor License will be mailed promptly following the meeting.

All liquor license fees are due quarterly by January 1, April 1, July 1, and October 1 of each year. These fees may be paid in advance up to one year, but no less than one full quarter of the year. Any license fee, which has not been paid on or before the fifth day of the month in which it becomes due, shall be increased by a penalty of ten percent (10%), which shall be added to the fee and collected with the fee prior to issuance of the license. Failure to timeline pay the renewal may result in revocation of the license. A copy of the entire Liquor Ordinance is available upon request. All city forms are also available on the Elko City website at elkocity.com.

**** A Caterer Liquor License may only be issued in addition to a Retail Liquor and a Retail Wine and/or Beer License.***



City of Elko, Nevada
Liquor License Application
1751 College Avenue
Elko, NV 89801
Phone (775)777-7138 Fax (775)777-7129

Information on this form must be printed or typed.

1. Check all that apply: New License Change in Location Change in Name Change in Mailing Address
 other _____

2. Business Name (dba) to be shown on the license: _____
 Business Telephone _____ Cellular Telephone _____
 Fax _____

3. Mailing Address _____
 Street Number, Direction (N, S, E, W) Name, Suite, Unit Or Apt. City, State, Zip Code

4. Physical Address _____
 Street Number, Direction (N, S, E, W) Name, Suite, Unit Or Apt. City, State, Zip Code

5. Type of Business Entity: Sole Proprietor S. Corp Privately Held Corp. Partnership
 Limited Liability Partnership Limited Liability Company

6. Name of All Owner(s), Partners, Corporate Officers, Members, etc. to be listed on the license. Attach additional sheets if necessary

 Name (Last, First, MI) Title (Owner, Officer, Member, etc.) Percent Owned

 Residence Address City, State, Zip Residence Phone

 Name (Last, First, MI) Title (Owner, Officer, Member, etc.) Percent Owned

 Residence Address City, State, Zip Residence Phone

 Name (Last, First, MI) Title (Owner, Officer, Member, etc.) Percent Owned

 Residence Address City, State, Zip Residence Phone

7. Class of License: _____

8. Fee: _____ (One quarterly fee must be paid upon receipt of application and is non-refundable.)

I certify the information provided in this application is true, correct and complete to the best of my knowledge and belief. If partnership more than one signature is required.

 Signature/Original Print Name & Title Date

 Signature/Original Print Name & Title Date

This form must be signed by the Chief of Police below:

 ELKO CITY POLICE DEPT.
 1401 COLLEGE AVE. ELKO, NV 89801
 775-777-7310
 Date: _____

For Police Department Use Only:

Is applicant applying for a Temporary Liquor License? yes _____ no _____
 Please Initial

Date Temporary Liquor License Effective _____ to _____

**IMPORTANT INFORMATION REGARDING YOUR ELKO CITY LIQUOR LICENSE
PLEASE KEEP FOR YOUR RECORDS:**

PROBATIONARY PERIOD FOR NEW LICENSES: Any new license issued to a licensee shall be subject to an initial probationary period of six (6) months, during which time the license may be immediately terminated or suspended by the Chief of Police for any violation of this chapter or the certificate of license. The termination or suspension may be appealed.

Liquor License Renewals will be mailed out prior to the end of each quarter, however it is the responsibility of the licensee to timely renew their license whether or not they receive the renewal notice. Licenses must be received in our office on or before the expiration date, or by mail with a postmark prior to the expiration date to avoid penalties or other action by the City.

Liquor Licenses are renewed quarterly and become delinquent beginning on the 6th day of the month following the due date and will be subject to a 10% penalty. If a licensee has not renewed by the 15th day of the month following the due date, the liquor license for the business shall be automatically revoked and all liquor sales must cease. The licensee shall not be permitted to reapply for a liquor license for 5 days after the revocation. This also applies if the licensee has not met all City, State and Federal requirements by the 15th of the month as stated above, however a licensee will not be allowed to reapply unless all the requirements have been met.

All license holders shall remove all bottles, cans, trash, broken glass, debris, and bodily fluids from adjoining City sidewalks, alleyways and rights-of-way upon closing or by 7:00 a.m., whichever is earlier, on each day licensee is open.

Pursuant to Elko City Code 4-5-7 it is unlawful for any person or association to sell, serve, give away or distribute liquor within one hundred feet (100') of any existing schoolhouse wherein public school is conducted, as measured from the point of distribution to the nearest exterior wall of a schoolhouse, provided the foregoing prohibition shall not apply in the event a schoolhouse is subsequently placed within one hundred feet (100') of an existing business that sells, serves, gives away or distributes liquor.

All Liquor Licenses are non-transferable and the fees non-refundable.

PLEASE CONTACT THE ELKO CITY BUSINESS LICENSE DEPARTMENT FOR INSTRUCTIONS ON MAKING CHANGES TO YOUR LIQUOR LICENSE.