Finance Department

Licensing Division
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LIQUOR LICENSE LOCATION CHANGE

Welcome to Aurora's online portal. The following instructions will provide information on what documents must be submitted with the application, and how to properly upload the documents to the portal. Please read through this document before beginning the process to ensure the application is submitted successfully and in its entirety. Failure to submit all required documentation, or submission of incomplete documentation, may result in the rejection of the application.

There are two sets of documents required for a Liquor License Location Change Application. The required documents are listed below in two separate categories: city provided forms and applicant provided forms. For city provided forms, you may click on the link below to open a PDF version of the form. The form may then be completed electronically and saved for upload. For applicant provided forms, the forms will need to be scanned in or saved electronically and then uploaded to the application site. Photos will not be accepted.

Steps for Submission of a Liquor License Location Change Application:

1. Log onto the Aurora Tax & Licensing Portal at www.auroragov.org/ola. You must first submit a Change of Location for the General Business License. Once that has been submitted, you may then submit the Location Change Application for the Liquor License. Click on the "More" Tab. Under Business Licenses, click on "Amend an Existing Liquor License" to begin the application process.

2. **Required Documentation for a Liquor License Location Change Application**:

   ☐ **Colorado Permit Application & Report of Changes DR 8442**

   ☐ **Operations Plan-On Premise**

   ☐ **Operations Plan-Off Premise**

   ☐ **Lease, Assignment of Lease, or Deed** The document must be in the name of the applicant, and must include the location address, unit, city, state and zip code

   ☐ **Legible Floor Plan (8-1/2" x 11")** must include the name and address of the applicant. The licensed premise must be outlined in **BOLD** and include the physical dimensions. The diagram must indicate the location of entrances, exits, kitchen, restrooms, liquor storage, coolers, and office. If there is a patio area, this must be included in the lease and shown on the floor plan. (Please use the entire 8-1/2 X 11page)

3. **Application Review and Fees:** Once your application is submitted, it will be reviewed by Licensing Staff. If the application is complete, it will be accepted by the city for processing. Processing cannot begin until all state and city application and licensing fees have been remitted. The applicant will be provided instructions on remitting the city and state license application fees via email.