



**PROCEDURE FOR TEMPORARY PERMIT PENDING
TRANSFER OF OWNERSHIP
LIQUOR OR 3.2 BEER LICENSED BUSINESS**

This procedure is designed to assist you in complying with the City of Centennial licensing requirements. If you have any questions during the application period, please call the License Clerk, City of Centennial, 303-754-3371. You may obtain application forms and information from the License Clerk.

Note: Application for Transfer of Ownership must be made in conjunction with this application for Temporary Permit.

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1.* Fill out APPLICATION FOR TEMPORARY PERMIT PENDING TRANSFER OF OWNERSHIP (**black ink**, print or type) and attach the following documents:

1. **Affidavit Concerning Criminal History for each principal
2. *Affidavit of Previous Owner

2. Submit non-refundable City fee only - \$100.00 (check payable to the City of Centennial).

3. Within five days after **receipt** of the complete application, the City Clerk will approve or deny the permit.

IN ALL CASES, AN APPLICATION IS CONSIDERED TO BE "**RECEIVED**" ON THE DATE IT IS FIRST SUBMITTED, IN TOTAL, TO THE CITY CLERK FOR CONSIDERATION.

4. State approval is not required for Temporary Permits. Approval or denial is at the discretion of the City Clerk.

5. The permit is valid until such time as the application to transfer ownership of the license to the applicant is granted or denied, or one hundred and twenty (120) days from date of issuance, whichever first occurs. The City Clerk, at his/her discretion, may extend the temporary permit for a period of up to sixty (60) days.

*Form provided by City.

**Form included with Application Packet for Transfer of Ownership