



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 City's web site or from the License Clerk.

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

\* \* \* \* \*

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

1. \*\*Financial Questionnaire
2. \*\*Affidavit Concerning Criminal History for each principal
3. \*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 License 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



**City of Centennial  
APPLICATION FOR TEMPORARY PERMIT  
PENDING TRANSFER OF OWNERSHIP**

I, \_\_\_\_\_, being duly sworn, affirm that I have applied to the City of Centennial for a Transfer of Ownership.

Date Transfer of Ownership filed with License Clerk: \_\_\_\_\_

Classification of License: \_\_\_\_\_

Present Trade Name of Establishment (DBA): \_\_\_\_\_

Present State License No.: \_\_\_\_\_ Present Expiration Date: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Applicant is a:            Corporation (1\*) \_\_\_\_\_ Individual \_\_\_\_\_ Partnership (2\*) \_\_\_\_\_

(1\*) List name, address and date of birth of President, Vice President, Secretary, Treasurer and managing officers on separate sheet and attach.

(2\*) List name, address and date of birth of each partner on separate sheet and attach.

Proposed Trade Name of Establishment (DBA): \_\_\_\_\_

State Sales Tax No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Address of Premises: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

I will be operating, and in control of, the licensed establishment during the transfer period. I have attached the following required documents:

1. Financial Questionnaire
2. Affidavit Concerning Criminal History for each principal
3. Affidavit of Previous Owner

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Subscribed and affirmed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at Centennial, Arapahoe County, Colorado.

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
License Clerk Approval

\_\_\_\_\_  
Date