



ALTERATION REQUEST FORM

Use this form to request physical alterations (changes) to your licensed premise. It cannot be used to request a change to your license type. If you wish to change the type of liquor license you have, you must file a Business License Application and any supplemental forms. Alteration requests must be accompanied by 2 sets of floor plans to include the following information:

1. Drawn ¼ inch to 1 foot scale
2. North arrow indicator
3. Location of all public entrances (must designate access such as street, alley, parking lot, and list street names)
4. Name of rooms (dining areas, lounge, tap room, game room, dance floor, bandstand, etc.)
5. Furniture (tables, chairs, booths, bar, service bars, pool tables, dart boards, etc.)
6. Outdoor service areas (patio, deck, beer garden, etc.)

Licensee information: (To be filled out by licensee)

Licensee Name _____	Trade Name _____
Liquor License Number _____	UBI # _____
Address _____	
Street and Suite/Room/Unit #	City
	State, Zip

Contact Person _____	Phone No. () - _____
Email Address _____	

Alteration information: (To be filled out by licensee)

Describe the alteration: (attach additional sheets of paper if needed) _____

Signature (Licensee or Authorized Representative) _____	Date _____
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