

STIPULATED LICENSE APPLICATION

OVERVIEW

Allows eligible alcohol establishments to start business operations during the public comment period prior to the ABC Board approving or issuing a permanent license.

ELIGIBILITY

On-premises retailers, manufacturers, and wholesalers are eligible.

Applicants must be at least 21 years of age. Board Orders and Settlement Agreements apply and may affect eligibility. Additional eligibility conditions are detailed in *DC Official Code Title 25: Alcoholic Beverage Regulation Administration* and *DC Municipal Regulations Title 23: Alcoholic Beverages*.

If approved, the individual listed on the license is the only person that is permitted to pick up the license unless a written request is submitted in advance.

FEES AND VALID PERIOD

Fees and valid periods vary. View the current schedule at abca.dc.gov/page/alcohol-fees.

A stipulated license expires when either a permanent license is issued or a protestant is granted standing at a Roll Call Hearing.

Accepted methods of payment include check, cashier's check, money order, or credit card. Checks must be addressed to the "DC Treasurer". An online payment link may be requested by emailing abca.alcohollicensing@dc.gov

INSTRUCTIONS

Complete and submit the *Stipulated License Application* with all required documentation. Enter "N/A" if questions are not applicable. Enter "Attached" in fields requesting a document.

Submit application packets by email to abca.alcohollicensing@dc.gov OR mail/in-person to ABCA, 899 North Capitol Street, NE, Suite 4200-B, Washington, DC 20002.

REQUIRED DOCUMENTATION

Attach the below documents to your application. Print the applicant's "First Name, Last Name" and "Trade Name" at the top of each document page.

- Settlement Agreement if applicable
- Letter of Support from the affected ANC signed by the Chair that states a quorum was present when the resolution was adopted.

License No.	Date Accepted	Accepted By	Hearing Date
Fees Paid \$	From	To	Issue Date
Date Approved by ABC Board			
Date Denied by ABC Board			



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This application must be completed by applicants requesting to start business operations prior to an alcohol license being approved and issued by the ABC Board. Signatories must be the individual if a sole proprietor; each partner if a partnership; president or vice president if a corporation; and each managing member if an LLC.

Requesting Stipulated License for:

(Check all that apply)

<input type="checkbox"/> New License	<input type="checkbox"/> Sidewalk Cafe	<input type="checkbox"/> Summer Garden	<input type="checkbox"/> Entertainment
<input type="checkbox"/> Transfer to New Location	<input type="checkbox"/> Class Change	<input type="checkbox"/> Occupancy Change	<input type="checkbox"/> Other _____

Entity Name _____ Trade Name _____

License No. _____ License Class/Type _____

Licensed Premises Address _____ City _____ ST _____ Postal Code _____

Licensed Premises Phone _____ Licensed Premises Email _____

Applicant First and Last Name _____ Title _____

Attach the following documents:

- Settlement Agreement if applicable.
- Letter of Support from the affected ANC signed by the Chair that states a quorum was present when the resolution was adopted. Required.

Applicant Signature _____ Date _____