

## **Temporary Modifications of Premises (COVID-19)**

### **Emergency Regulation 47-302(F) and 47-1102 Guidelines and Application Information**

These emergency regulations were adopted to allow on-premises consumption licensed establishments to apply for temporary modifications in order to pre-plan for temporary outdoor seating areas to support social distancing requirements while complying with all public health orders and other liquor laws and regulations. Applications must be submitted to both state and local liquor licensing divisions unless otherwise specified.

#### **What types of licenses qualify to apply for a temporary modification?**

Hotel/Restaurant, Brew Pub, Distillery Pub, Vintner's Restaurant, Fermented Malt Beverage, Beer & Wine, Lodging & Entertainment, Optional Premises, Club, Arts, Breweries (State approval only), Wineries (State approval only), Distilleries (State approval only)

#### **What application form is to be used for a temporary modification?**

State form DR 8442 – Permit Application and Report of Changes

#### **What documents are required to be submitted with form DR 8442?**

1. Diagram of both the current and proposed temporary licensed premises including dimensions, seating layout, and boundaries. The area may not block pedestrian traffic and must provide for 52" of space to meet ADA requirements.
2. Lease, deed, or other written permission to utilize the new space proposed for the temporary modification.

#### **When can businesses begin submitting applications?**

There's no need to wait until it's time to open. Businesses can submit applications as soon as the forms and documents are completed.

#### **How should businesses submit the paperwork and fees?**

For expediency, businesses may submit their application and forms electronically by sending them via email to [swalters@arvada.org](mailto:swalters@arvada.org) and [dor\\_led\\_renewals@state.co.us](mailto:dor_led_renewals@state.co.us). Emailing the forms to both the City and State offices at the same time allows for a faster turnaround, as this allows both offices to review the applications concurrently. Online payment is available using the following link: <https://secure.colorado.gov/payment/liquor>. When emailing the forms, be sure to mention that you paid online. You can also email the receipt with your other documents to speed up the process. Applications and documents may also be mailed in to City Hall at 8101 Ralston Rd., Arvada, CO 80004 along with a check for payment; however this method will take more time to process. Incomplete applications will not be processed.

#### **What are the associated fees?**

The Colorado Department of Revenue fee is \$150.00. There is not a City of Arvada fee requirement.

#### **When does the temporary modification expire?**

Approved temporary modifications will expire in 120 days from the effective date of the emergency regulation unless extended by subsequent rule or action.

**If you have any questions please call Sarah Walters at (720)898-7544 or email [swalters@arvada.org](mailto:swalters@arvada.org).**