



## **Retail Liquor License**

Must meet all the requirements listed in Laramie Municipal Code and Wyoming State Statutes for Retail Liquor Licenses.

Laramie Municipal Code references to liquor laws are located in LMC 5.09.

[https://library.municode.com/wy/laramie/codes/code\\_of\\_ordinances?nodeId=TIT5BUTALIRE\\_CH5.09ALBE](https://library.municode.com/wy/laramie/codes/code_of_ordinances?nodeId=TIT5BUTALIRE_CH5.09ALBE)

Wyoming State Statute references to liquor laws are located in part in Title 12.

<https://wyoleg.gov/statutes/compress/title12.pdf>

### **Requirements:**

**LMC 5.09.230 On all days, a licensee may open the dispensing building or room at six a.m. and shall close the dispensing room or building and cease the sale of both alcoholic and malt beverages promptly at the hour of two a.m. the following day and shall clear the dispensing room or building of all persons other than employees by two-thirty a.m.**

**LMC 5.09.300 Persons under twenty-one years of age-Prohibited on licensed premises- Exceptions for Retail Liquor Licenses. (Please review full section of code.)**

**LMC 5.09.310- Prohibited on licensed premises- General Exceptions. (Please review full section of code.)**

**LMC 5.09.310.A.5. The establishment is operating a restaurant and the primary source of revenue (greater than 50% of revenue) of the operation is from the sale of food.**

**Retail Liquor License holder may sell for off-premise consumption.**

**Alcohol Catering permits may be applied for to serve alcoholic beverages off-premise. Serving off-premise without a permit is punishable under the Point System.**

- Must complete an approved application for liquor license accompanied by all required documents. New licenses must provide:
  - o application (LMC 5.09.060.A)
  - o floor plan (LMC 5.09.060.B)
  - o TiPS Training report (LMC 5.09.60.G)
  - o lease, if applicable, must contain a provision for Sale of Alcoholic or Malt Beverages and must be in the same entities name that applied for the license. (W.S. 12-4-103(a) (iii))
  - o application fee of \$50 (LMC 5.09.090)
  - o statement indicating the financial condition and financial stability of the applicant (W.S. 12-4-102 (a) (vi))

### **Application Process:**

- Upon receiving a completed application and all accompanying documents the City Clerk will send notice to the newspaper for two consecutive weeks.
- After required posting period has been met a Public Hearing will be held by City Council to hear any comments or concerns from the public related to issuance of the requested license.
- City Council will consider the license application at the next regular Council meeting to determine whether to approve or deny the application.
- The City Clerk will send an invoice to the license holder that includes the annual fee and publication amount.
- Once the license fees have been paid and the City Clerk has done an inspection the license can be issued by the City Clerk.

(Please plan for about three or four weeks total for processing. The total time will be determined by how the application is turned in complete to the City Clerk.)

**Point System for alcoholic beverage license violations and suspensions:**

Laramie Municipal Code 5.09.800 contains the information for the point system.

[https://library.municode.com/wy/laramie/codes/code\\_of\\_ordinances?nodeId=TIT5BUTALIRE\\_CH5.09ALBE\\_5.09.800POSYALBELIVISU](https://library.municode.com/wy/laramie/codes/code_of_ordinances?nodeId=TIT5BUTALIRE_CH5.09ALBE_5.09.800POSYALBELIVISU)

**Issuing of License:**

Once the City Council has reviewed the application and approved the award of a license the City Clerk may issue the license if the following conditions have been met:

1. The licensee has received a Certificate of Occupancy from the Building Inspector signifying that the building has met code/fire requirements.
2. A Food License has been issued by the State of Wyoming Department of Agriculture signifying that the establishment meets all health code requirements to serve/sell manufactured malt beverages.

Until the above conditions have been met the license remains awarded and must be paid for to maintain the license within the year allotted by WY S.S. Title 12 and LMC 5.09.060.C.

**Questions or additional information available:**

City Clerk's Office      Phone: 307-721-5220

Email: [clerk@cityoflaramie.org](mailto:clerk@cityoflaramie.org) or [nancyb@cityoflaramie.org](mailto:nancyb@cityoflaramie.org)

Wyoming Liquor Division      Website: <http://liquor.wyoming.gov/>

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