# PERMITS AND LICENSES YOU MAY NEED TO OPEN A BAR OR TAPROOM CHECKLIST

You're gearing up to open your bar, restaurant, or taproom, but you've got a few logistical hoops to jump through first. Most businesses need various permits, and a bar or restaurant is no exception. The variety of licenses needed to open a taproom will also come with fees, but all the requirements and costs will <u>depend on your location</u>. We have created a checklist of permits and licenses you may need to open a bar or taproom.



## **Business Licenses**

Any business needs a business license to open and operate (this is why it is on the top of this checking list). Because you're planning on opening a bar or taproom that sells alcohol, you'll have to obtain licensing through the <u>Alcohol and Tobacco Tax and Trade Bureau (TTB)</u>. You'll need to apply for this license before you start operating.

## Federal Business License

Your license with the TTB is your federal business license. You should develop a business plan and have a location in mind before applying. You'll also need to have a tax identification number or employer identification number and tax information to apply for your permit.

## State Business License

Every state handles its business licensing differently. Remember to note specific renewal and expiration dates for your state, as they vary from location to location. You'll also want to research any state-specific fees or requirements.

# Certificate of Occupancy

Your bar or taproom will need to have a location before your seek a Certification of Occupancy. This certification essentially confirms that your building is safe and suited for customers and legally identifies the purpose of your business.

## **☐** Resale Permit

If you plan on buying wholesale supplies and ingredients for your bar or taproom, you should get a resale permit. This is a certificate you can present as you make purchases for your bar, restaurant, or taproom.



# Liquor License

Since you're opening a bar or taproom, you'll need a specific liquor license from the <u>Alcohol Beverage Control Boards</u> (ABC boards). For a bar, you'll need what's known as an on-premise license, on-sale license, or on-license, which means you're selling alcohol to be consumed on your property. There are also specific licenses under those categories that you should consider, such as restaurant license, tavern license, or beer and wine license.



#### **Food Service License**

With a bar, restaurant, or taproom, you're serving consumable goods to your customers. You want to make sure everything is safe and up to code, and your city or county wants the same, which means you'll need a food service license. Food service codes vary by state, so be sure to familiarize yourself with yours and note that you may also have localized agencies and codes to follow.

## Food Handler's Permit

You also need to get a food handler's permit, which works as an employee health permit. A food handler license is essential because it is a legal requirement but it also helps protect your customers. You and your employees will learn how to safely handle food when going through the training to receive the permit.

# Signage Permit

Using bright and bold signage is essential for just about every business. But before you order a big sign, you need to know what you can have outside of your business and how to get a signage permit. Signage permit requirements vary throughout different cities and states so check with your local requirements before ordering that big neon sign.

## Music License

Because songs are copyrighted, you must pay a licensing fee to play them in your business. Without a license, you could face federal penalties and owe <u>damages that range between \$750 and \$30,000</u>, so be sure to have the proper music licenses.







# ☐ Live Performance / Entertainment License

If you want to host fun live events once you open, there are licenses for taprooms that allow you to do just that. While you don't have to put a live performance or entertainment license on your checklist immediately, they're good to know about if you plan on hosting events in the future.

## Seller's Permit or Sales Tax License

A seller's permit is an essential license for any business. You'll likely need this permit when you apply for a resale permit, so be sure to have it on hand. Since you're selling goods as a business, you'll have to pay taxes, and registering with your state helps them track your business.



For more details about the permits and licenses, please visit our <u>pourmybeer.com</u>. If you have any questions, please email us at <u>cheers@pourmybeer.com</u> or call **312-416-9989**.