

OFFICE OF THE CLERK AND RECORDER



REQUIRED DOCUMENTS LIST

LICENSE RENEWALS

As of November 2023

A. RENEWAL:

1. State Form DR 8400 which can be found here:
<https://sbq.colorado.gov/liquor-forms-by-number>.
2. State Form DR 8495 (Tax Check Authorization) which can be found here:
<https://sbq.colorado.gov/liquor-forms-by-number>
3. Proof of property possession (if lease has recently expired).
4. Fees which can be found here: <https://clerkandrecorder.elpasoco.com/clerk-to-the-board/#1513364968561-2a0ea8a1-acd2>
 - a. Check payable to El Paso County Clerk & Recorder.
 - b. Check payable to Colorado Department of Revenue (DOR).
 1. Additional fees, if applicable:
 1. Retail Liquor Stores with tastings permits: \$100.00 to El Paso County (must also include tastings schedule for upcoming licensure period)
 2. Retail Warehouse Storage permit: \$100.00 to Colorado DOR.
 3. On-premises licensees with takeout & delivery permits: \$11.00 to DOR (must also include renewal form:
https://sbq.colorado.gov/sites/sbg/files/documents/DR%208496_e_wo_12.30.2021.pdf)

ADDITIONAL INFORMATION:

1. APPLICATION SUBMITTAL:

Submit original documentation and fee(s) to the Clerk to the Board Department, Citizens Service Center, 1675 W. Garden of the Gods Rd, Suite 2201, Colorado Springs, CO between 8:00 a.m. and 4:30 p.m., Monday through Friday.

*Note: State fees are subject to change and may not be accurately reflected in the link above. Please see the State of Colorado's website <https://sbq.colorado.gov/liquor> to check for the latest information concerning State fees. State collects 85% of the local license fee for the old age pension fund pursuant to C.R.S. § 44-3-505(3), see Section B of DR 8404.

COLORADO LIQUOR AND BEER CODE:

WEB SITE: <https://sbq.colorado.gov/liquor-enforcement-laws-rules-regulations>

***IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT
THE CLERK TO THE BOARD DEPARTMENT AT (719) 520-6430
OR EMAIL CARCTB@ELPASOCO.COM.***