



**State of Washington  
Business Licensing Service**  
PO Box 9034  
Olympia WA 98507-9034  
1-800-451-7985

## CCI Liquor License Information Sheet

Descriptions of the liquor licenses available through the Business Licensing Service and the relevant fees are provided on the enclosed Liquor License Description sheet. When you submit your application for liquor license(s), you assume the responsibility of acquiring knowledge of the Washington State liquor laws.

The following information is supplied to inform you of the requirements for applicants applying for CCI licenses, and to supply a listing of application forms/material which must be completed. The Liquor Control Board must approve all liquor licenses. Once your application is complete and fees are paid, it will take approximately 45 to 60 days for approval. Therefore, it is important that we receive all of the application forms/material to ensure that this process is not delayed.

Your business must meet the basic requirement listed below in order for your application to be processed. For more information, or if you need assistance, please call the Business Licensing Service at 1-800-451-7985.

### Basic requirement for corporations

Corporations must be in good standing with the Washington State Office of the Secretary of State.

### Application forms and other application materials

To determine which applications and documents you must submit, refer to the table below for your ownership structure type.

Forms or documentation required	Sole proprietor	Partnership	Corporation
<b>Business Application</b>	1 per location	1 per location	1 per location
<b>Liquor Control Board Addendum</b>	1 per location	1 per location	1 per location
<b>Personal History Information and Criminal History Information</b>	1 per applicant & spouse 1 per manager 1 per financier *	1 per each partner & spouse 1 per manager 1 per financier *	1 per each stockholder (>10%) 1 per each corporate officer 1 per manager 1 per financier *
<b>Financial Statement and Source of Funds and Financial Certification</b>	1 per applicant & spouse 1 per financier *	1 per each partner & spouse 1 per financier *	1 per each stockholder (>10%) 1 per each corporate officer 1 per financier *
<b>Managership Application</b>	1 per manager	1 per manager	1 per manager
<b>Partnership Agreement</b>	N/A	1 per application	N/A
<b>Corporate Stockholder Addendum</b>	N/A	N/A	1 per application
<b>Copy of Articles of Incorporation</b> (including face sheet stamped by WA State Office of the Secretary of State)	N/A	N/A	1 per application

\* A person or persons, other than a federally chartered lending institution, providing moneys to be used in the funding of the business venture.