

Caldwell, Idaho

The Treasure of the Valley

Ph: 208.455.3011

(Mayor's Office)

Fax: 208.455.3003

www.cityofcaldwell.com

CALDWELL MAYOR
Garret Nancolas

CITY CLERK
Debbie Geyer

For a list of the city
Council Members, visit
www.cityofcaldwell.com

2016 ALCOHOL BEVERAGE LICENSE RENEWAL NOTICE

It is time to renew your current alcohol beverage license that expires May 31, 2015. The renewal process begins early with the City of Caldwell to allow sufficient time for the required fire inspections. **A late fee will be assessed for all city renewal applications received at the City Hall after April 1, 2016.**

Failure to include any of the following could cause delay of license renewal.

- ❖ **COMPLETE** the information on the Alcohol Beverage Renewal Application and Affidavit in Support of Application forms. ***It is suggested that you mail the renewal application immediately to the Caldwell City Clerk.*** (Copies of the State and County license certificate may be submitted later to the City Clerk when they become available to you.)

SIGN the renewal form (page 1) (**make sure you print your name below your signature**) and have your signature notarized.

- ❖ **INCLUDE** a copy of the floor plan submitted to the Idaho State Police Alcohol Beverage Control if any changes have occurred within this past year.
- ❖ **INCLUDE** a copy of the **driver's license** of the alcohol beverage *license holder.* (If ownership is by more than one person, include the license for each person.)
- ❖ **SCHEDULE** your fire department inspection immediately at 455-4701. **Please note that the Fire Marshal is now requiring inspections on all establishments within the City of Caldwell who hold an Alcohol Beverage License (*both on premises and off premise sites*).** See the attached document from the Fire Marshal – check list for inspections.
- ❖ **RETURN** the renewal form and attachments with a check (made payable to the City of Caldwell) to the City Clerk Department, PO Box 1179 - (411 Blaine Street), Caldwell, ID 83606.

If you have any questions about your renewal application, please feel free to contact me between 8:00 a.m. and 5:00 p.m., Monday thru Friday, at 455-4656.

Thank you.

Debbie Geyer
Caldwell City Clerk





City of Caldwell
 411 Blaine Street – PO Box 1179
 Caldwell, ID 83606
 E-mail: dgeyer@cityofcaldwell.org
 (208) 455-4656 FAX: (208) 455-3003

ALCOHOL BEVERAGE LICENSE
 2016 RENEWAL APPLICATION

This renewal application is due no later than April 1st to the Caldwell City Clerk

RESTAURANT/TAVERN SALES (ON PREMISES)

- () Beer (\$200.00)
- () Wine (\$200.00)
- () Liquor/Wine (\$562.50)
- () Fire Inspection Required (\$60.00)

STORE SALES (OFF PREMISES)

- () Beer (\$50.00)
- () Wine (\$200.00)
- () Fire Inspection Required (\$60.00)

*Applicant: _____
 *Business Name: _____
 *Business Address: _____
 *Mailing Address: _____
 *Business phone: _____ *Other Phone: _____
 *Email address: _____

*** = Required information**

- Please send this application & the renewal fee as soon as possible to the Caldwell City Clerk.
- Provide the State and County licenses later on to the City Clerk as they become available to you.
- Failure to provide a complete and accurate application in advance of the **April 1st** deadline shall cause delay in processing the application and shall result in a fine of fifty dollars (\$50.00) for each day after April 1st that the request for license renewal is delinquent. The City Clerk is not able to issue a license until all fines and fees are paid in full. (Section 06-07-19 of the Caldwell City Code).
- An "Affidavit in Support of Application" form (see attached) must be included for each interested party as described within the Affidavit. (Each corporate board members & partners must provide separate forms.)
- Include a copy of the driver's license of the alcohol beverage holder.
- All establishments holding an alcoholic beverage license within the City of Caldwell must schedule a fire inspection for your facility/facilities. Inspections for ON PREMISE and OFF PREMISE sites must be scheduled prior to April 30th. To schedule your fire inspection, please call **455-4701** (see attached document from the Caldwell Fire Department for details).

FOR CITY USE ONLY	
TOTAL: \$	_____
LICENSE #	_____
BEER \$	_____
WINE \$	_____
LIQUOR/WINE \$	_____
INSPECTION \$	_____
LATE FEE \$	_____
New License Number:	_____

DATE: _____

Applicant Signature

PRINTED NAME

**2016 AFFIDAVIT IN SUPPORT OF ALCOHOLIC BEVERAGE
RENEWAL APPLICATION**

(Please type or print clearly)

STATE OF IDAHO)
Canyon County)

Owner Full Name _____ SS# _____

Premises Address _____

Business Phone _____ Home Phone _____

Home Address _____

Place of Birth _____ Date of Birth _____

Driver's License # _____ **(attach copy)**

I AM OR WILL BE: Sole Owner Partner Officer Director Stock Holder Business Manager

Do you now have any direct or indirect interest in any other business licensed for the sale of alcoholic beverages?
 No Yes; Explain:

Have you, as an individual, or partner, or while an officer, director or stockholder or a corporation application or licensee ever had an alcoholic beverage license denied, suspended, or revoked by any jurisdiction granting such license, including the state of Idaho and Canyon County?
 No Yes; Explain:

Have you ever been an alcoholic beverage licensee or officer or director of any other corporation holding an alcoholic beverage license?
 No Yes; Explain:

CURRENT AND PAST EMPLOYMENT (for at least the past two years):

Firm Name _____ City _____ State _____ From (year) _____ To (Year) _____

Type of Work _____

Firm Name _____ City _____ State _____ From (year) _____ To (Year) _____

Type of Work _____

Firm Name _____ City _____ State _____ From (year) _____ To (Year) _____

Type of Work _____

(Use reverse side if necessary)

Have you, any partner or the manager of the premises, within the past three years been convicted of a violation of any laws governing or prohibiting the sale of alcoholic beverages or intoxicating liquor? (If any of these events has occurred, this question must be answered "Yes" regardless of subsequent court action resulting in dismissal or expungement.) Explain each event fully. (Use reverse side if necessary)

No Yes; Explain:

Date of Conviction _____ Place of Conviction _____ Offense _____

Date of Conviction _____ Place of Conviction _____ Offense _____

Have you, any partner or the manager of the premises, within the past three years been convicted of a violation of driving under the influence of alcoholic beverages or other intoxicating substances and/or hasn't paid the fine or completed the sentence or parole/probation for such an offense? (If any of these events has occurred, this question must be answered "Yes" regardless of subsequent court action resulting in dismissal or expungement.) Explain each event fully. (Use reverse side if necessary)

No Yes; Explain:

Date of Conviction _____ Place of Conviction _____ Offense _____
Date of Conviction _____ Place of Conviction _____ Offense _____

Have you, any partner or the manager of the premises, engaged in the operation of, or has been interested in, any house or place for the purpose of prostitution or engaged in any such house or premises within the city limits of Caldwell which has been declared or found a moral nuisance? (If any of these events has occurred, this question must be answered "Yes".) Explain each event fully. (Use reverse side if necessary)

No Yes; Explain:

Have you, any partner or the manager of the premises, been convicted or received a withheld judgment for any crime relating to possession of a controlled substance? (If any of these events has occurred, this question must be answered "Yes" regardless of subsequent court action resulting in dismissal or expungement.) Explain each event fully. (Use reverse side if necessary)

No Yes; Explain:

Date of Conviction _____ Place of Conviction _____ Offense _____
Date of Conviction _____ Place of Conviction _____ Offense _____

Do you, any partner or the manager of the premises, allow conduct to occur on the premises which is defined as a moral nuisance by state law or City of Caldwell ordinance?

No Yes; Explain:

Do you, any partner or the manager of the premises, manage or operate the premises in a way to be a nuisance to surrounding businesses by reason of the conduct of employees or clientele constituting lewd, violent or disorderly behavior?

No Yes; Explain:

I have read all of the above, and declare under penalty of perjury that each and every statement made is true, correct and complete.

Applicant

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public _____
Residing at _____
My Commission Expires: _____

Office Use Only

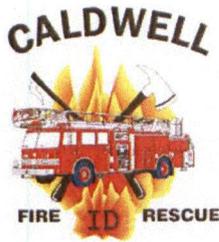
State License: _____ County License: _____

Fire Marshal: _____ Date _____

Chief of Police: _____ Date _____

Building Official: _____ Date _____

City Clerk: _____ Date _____



Caldwell City and Rural Fire Department

"Saving Lives, Protecting Property"

Fire Prevention Division
310 S 7th Ave, Caldwell ID 83605
Phone 208-455-3032
Fax 208-455-3014

Liquor, Beer and Wine Fire & Life Safety Inspection

The Caldwell Fire Department (CFD) will soon be conducting annual Fire and Life Safety inspections of all **Liquor, Beer and Wine License** applicants. Successfully passing this mandatory inspection is a critical step in being granted a new or renewal **Liquor, Beer and Wine License**. The CFD is asking for your cooperation, to make this an easier process for everyone concerned.

Below is a list of things we commonly check for during these inspections. We are asking that you please "*self-inspect*" your premises and correct any and all issues before the scheduled inspection date. This list is not all-inclusive, but it will give you an idea of what to look for. **These requirements may not be applicable to all applicants**, but if they are applicable to YOUR type of business, then they will need to be completed prior to inspection.

- Any and all commercial cooking fire-extinguishing systems must have been serviced within the last six (6) months and have a current service tag prominently displayed.
- Any and all commercial cooking fire-extinguishing systems must have posted documentation of commercial cleaning by a professional company. Cleaning must be done a minimum of every twelve (12) months. You may need to clean it more often depending on how much it is used and how much grease buildup there is.
- All fire extinguishers must have been serviced and tagged within the last twelve (12) months.** An adequate number of the correct type of extinguishers must be easily accessible, mounted on the wall between 3' and 5' above floor level and the area around them must be clear of any obstructions.
- The correct address of the premises must be posted on the front of the building facing the street, in 4" or larger block-style numbers, which must contrast distinctly with their background (i.e. white building, black numbers).
- All exit pathways must be clear and exit doors must open outwards to a well-lit outside area.
- All exit signs must be clearly visible, illuminated and must be working properly. Please check to ensure that the backup power source is working and that no light bulbs are burned out.
- All emergency lighting must work properly.
- Extension cords are NOT permitted and must be removed. You can use "surge protector" type cords, but you cannot connect them in a series (one plugged into another).
- All electrical panels must have a door, all circuits must be properly identified and labeled and there can be nothing stored within 36" of the panel.
- All gas cylinders (such as c.o. tanks for soda pop), must be properly secured in order to prevent tipping.
- Occupant load must be posted near the main exit.
- If your business has fire sprinkler system(s) or fire alarm systems, you will need to show proof of annual inspection.

After you have completed your self-inspection and corrected any issues, please call the **Fire Prevention Division at 455-4701** to schedule your inspection. Inspections must be completed prior to April 29, 2016. The Fire Prevention Division is open Monday through Friday from 8:30 a.m. to 5:00 p.m. Failure to schedule on time may result in a suspension of your license if a re-inspection is required. The inspection fee of **\$60.00** includes the initial inspection and one (1) follow-up inspection. Any additional inspections will be charged at an additional \$60.00 per hour, with a one-hour minimum.

Have you, any partner or the manager of the premises, within the past three years been convicted of a violation of driving under the influence of alcoholic beverages or other intoxicating substances and/or hasn't paid the fine or completed the sentence or parole/probation for such an offense? (If any of these events has occurred, this question must be answered "Yes" regardless of subsequent court action resulting in dismissal or expungement.) Explain each event fully. (Use reverse side if necessary)

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No Yes; Explain:

Do you, any partner or the manager of the premises, manage or operate the premises in a way to be a nuisance to surrounding businesses by reason of the conduct of employees or clientele constituting lewd, violent or disorderly behavior?

No Yes; Explain:

I have read all of the above, and declare under penalty of perjury that each and every statement made is true, correct and complete.

Applicant

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public _____
Residing at _____
My Commission Expires: _____