



**IMPORTANT:  
Alcohol Beverage License  
renewal packets for  
the City of Caldwell  
will NOT be mailed  
next year (2021)**

City of Caldwell  
411 Blaine Street – PO Box 1179  
Caldwell, ID 83606  
E-mail: [cityclerk@cityofcaldwell.org](mailto:cityclerk@cityofcaldwell.org)  
(208) 455-4656 Debbie Geyer, City Clerk  
(208) 455-4773 Angie Point, Deputy Clerk  
FAX: (208) 455-3003

## **MEMORANDUM**

From: Debbie Geyer, Caldwell City Clerk

RE: Changes to Alcohol Beverage renewal packet procedures

The process for THIS year (2020 license year) will remain the same as past license years:

1. Receive the renewal packet through US Postal mail.
2. Follow the instructions on the license renewal notice letter, and submit the application, the required Owner/Manager Affidavits, and payment to the Caldwell City Clerk in person, or by mail. Renewal applications must arrive on or before April 1, 2020 to avoid late fees.
3. **Please be sure to put a valid email address on the forms before you turn them in**—this will ensure you receive the proper notification for next year (see below).

**NEXT Year (2021 license year), RENEWAL PACKETS WILL NOT BE SENT OUT THROUGH THE US POSTAL SERVICE.** We will be streamlining the initial notification process to reduce lost renewal packets, mailing address changes resulting in misdirected packets, and packets sent to business addresses that get lost in the shuffle.

What does this mean for you?

1. All Alcohol Beverage licensees must have a valid email address filed with the City Clerk's office.
2. Licensees will receive an email notification with a link to the online renewal packet with fillable forms. The 2021 forms can be completed online.
3. Once you have filled out the forms online, you will print them, sign them (in front of a notary where indicated), and deliver them or place them in the mail to City Hall, at the address above. Payment should accompany the renewal forms.

If you have any questions about the renewal process, please feel free to contact the City Clerk's office between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 208-455-4773, or 208-455-4656.

Thank you.

Debbie Geyer  
Caldwell City Clerk

DG/akp



**ALCOHOL BEVERAGE LICENSE  
2020 RENEWAL APPLICATION**

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Caldwell, ID 83606  
E-mail: cityclerk@cityofcaldwell.org  
(208) 455-4656 Debbie Geyer, City Clerk  
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**This renewal application is due no later than April 1<sup>st</sup> to the Caldwell City Clerk**

**RESTAURANT/TAVERN SALES (ON PREMISES)**

- Beer (\$200.00)
- Wine (\$200.00)
- Liquor/Wine (\$562.50)
- Fire Inspection Required (\$85.00)

**STORE SALES (OFF PREMISES)**

- Beer (\$50.00)
- Wine (\$200.00)
- Fire Inspection Required (\$85.00)

\*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 1<sup>st</sup>** deadline shall cause delay in processing the application and shall **result in a fine of fifty dollars (\$50.00)** for each day after April 1<sup>st</sup> 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 30<sup>th</sup>**. To schedule your fire inspection, please call **455-4700** (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**

**2020 AFFIDAVIT IN SUPPORT OF ALCOHOLIC BEVERAGE  
RENEWAL APPLICATION**

(Please type or print clearly)

STATE OF IDAHO    )  
Canyon County    )

Owner Full Name \_\_\_\_\_ Last 4 of 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**

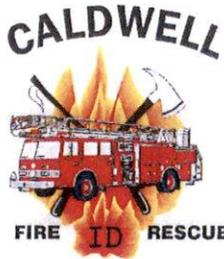
State License: \_\_\_\_\_ County License: \_\_\_\_\_

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 7<sup>th</sup> Ave, Caldwell ID 83605  
Phone 208-455-4700  
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 455-4700** to schedule your inspection. **Inspections must be completed prior to April 30, 2019.** The Fire Prevention Division is open Monday through Friday from 8:00 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.