

Temporary Liquor License Application Instructions

A temporary liquor license offered by the State of Florida Division of Alcoholic Beverages & Tobacco (ABT) is for non-profit groups. The state will give you a temporary license to sell alcohol for up to 3 days, but you will have to walk through the following application process.

Steps for completing a temporary liquor license application:

Section 1: Check the Transaction Type box that says One/Two/Three Day Permit

Section 2: Complete with the applicant's information

Section 3: Obtain a signature from the Department of Revenue

- Call (407) 648-2905 to request an electronic signature via email
- In-person location: 400 W Robinson Street, Suite 302, Orlando, FL 32801

Section 4: This section will be completed by our Zoning Authority, John Groenendaal (john.groenendaal@orlando.gov)

Section 5: Include the name of your event and insert your site plan

Section 6: Sign the application in front of a notary (must be stamped accordingly)

Section 7: Leave blank, this section does not apply to you

Deliver the completed application and a \$25 check made payable to the Division of Alcoholic Beverages and Tobacco at 400 W Robinson Street, North Tower, Suite 709, Orlando, FL 32801.

A blank application form is attached for your convenience.

FORM DBPR ABT – 6003
APPLICATION FOR TEMPORARY PERMIT OR SPECIAL SALES LICENSE
DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO

FORM DBPR ABT – 6003 IS REQUIRED TO:

- Apply for a temporary permit, not exceeding three days, to sell alcoholic beverages for consumption on premises only; or
- Apply for a special sales license, not exceeding three days, for the package sale only of alcoholic beverages.

FORM DBPR ABT – 6003 CHECKLIST

TRANSACTION	APPLICATION REQUIREMENTS
TEMPORARY PERMIT	<p><input type="checkbox"/> APPLICATION FORM DBPR ABT – 6003</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Sections 1-6. <input type="checkbox"/> Obtain Notarization for Applicant Affidavit in Section 6. <input type="checkbox"/> Determine if Section 8 applies to the location of the event and obtain attestation of permanent licensee if applicable. <p><input type="checkbox"/> APPROVALS BY OTHER STATE OR LOCAL AGENCIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Section 3 - Sales Tax Certification Obtain approval from the local area office of the Florida Department of Revenue. <input type="checkbox"/> Section 4 – Zoning Approval Obtain approval from the city or county zoning authority governing the location of the event. <p><input type="checkbox"/> APPLICATION FEE</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$25.00 Payable To: Div. of Alcoholic Beverages and Tobacco <p><input type="checkbox"/> FILE APPLICATION FORM DBPR ABT - 6003</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit the original, completed application with the required approvals and the application fee at least seven (7) days prior to the first date of the planned event.
SPECIAL SALES LICENSE	<p><input type="checkbox"/> APPLICATION FORM DBPR ABT – 6003</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Sections 1-3 and 7. <input type="checkbox"/> Obtain Notarization for Applicant Affidavit in Section 7. <input type="checkbox"/> <p><input type="checkbox"/> APPROVALS BY OTHER STATE OR LOCAL AGENCIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Section 3 - Sales Tax Certification Obtain approval from the local area office of the Florida Department of Revenue. <p><input type="checkbox"/> APPLICATION FEE</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$25.00 Payable To: Div. of Alcoholic Beverages and Tobacco <p><input type="checkbox"/> FILE APPLICATION FORM DBPR ABT - 6003</p> <p>Submit the original, completed application with the required approvals and the application fee at least seven (7) days prior to the first date of the planned event.</p>

GENERAL INSTRUCTIONS**TO PREPARE FORM DBPR ABT – 6003:**

All fields must be completed. If a question on the form is not applicable, insert "N/A." The form must be signed by the applicant prior to filing the application with the Division.

TO SUBMIT FORM DBPR ABT – 6003:

The completed, original application must be submitted, by mail or hand delivery, to a Division District Office serving the location of the licensed premise address at least seven days prior to the first day of the planned event to ensure the permit is issued by the requested event date. District Office contact information is available at:

<http://www.myfloridalicense.com/DBPR/alcoholic-beverages-and-tobacco/>.

LAWS AND REGULATIONS RELATED TO THE TEMPORARY PERMIT**Florida Law for Temporary Permits**

Pursuant to section 561.422, Florida Statutes, upon the filing of an application and payment of a fee of \$25 per permit, the division may issue a permit authorizing a bona-fide nonprofit civic organization, charitable organization, municipality, or county to sell alcoholic beverages for consumption only on premises for a period not to exceed 3 days, subject to any state law or municipal or county ordinance regulating the time for selling such beverages. Any such civic organization, charitable organization, municipality or county may be issued up to twelve temporary permits per calendar year, except in those counties or cities with special acts governing the number of permits allowed annually. Information regarding the cities and counties with applicable special acts can be found at:

<http://www.myfloridalicense.com/DBPR/alcoholic-beverages-and-tobacco/>.

Purchases of Alcoholic Beverages and Related Records

The permitted bona-fide nonprofit civic organization, charitable organization, municipality, or county may purchase alcoholic beverages from a distributor or vendor licensed under the beverage law. All records of alcoholic beverage purchases and sales must be retained for examination upon request of the Division of Alcoholic Beverages and Tobacco.

Sales of Alcoholic Beverages and Related Revenue

All alcoholic beverage sales transacted under the authority of the permit must be made by responsible members of the permitted organization, only during the permitted time frame, and only at the permitted location. All net profits from sales of alcoholic beverages collected during the permit period must be retained by the permitted nonprofit civic organization or charitable organization. When a temporary permit is issued to a municipality or county, all net profits derived from sales of alcoholic beverages during the permit period must be donated to a nonprofit civic or charitable organization within 90 days after the event.

Changes to the Permitted Event Date(s) or Event Venue

If, before the first day of the event date, the permitted event is rescheduled for reasons outside the control of event organizers, the applicant organization must notify the Division within 14 days of the cancellation to be eligible for reissuance of the temporary permit on the rescheduled date(s) at no additional application fee.

If the permitted venue becomes unavailable and a new venue is chosen, the city or county zoning authority serving the new event venue must complete a new Section 4 of this application confirming zoning approval.

ADDITIONAL INSTRUCTIONS FOR TEMPORARY PERMIT APPLICATION SECTIONS	
SECTION	ADDITIONAL INSTRUCTIONS
Section 1: Applicant Information	<p>Registration of Legal Entity or Proof of Nonprofit Status All corporations, domestic or foreign, and limited liability companies seeking a permit are required to be registered with the Florida Secretary of State, Division of Corporations, as an active nonprofit. Organizations which are not incorporated must submit one of the following: a letter outlining the purpose and the goals of the event and who will benefit from the event's profits; the organization's national, state, or local charter; the organization's by-laws, 501(c)3 registration, or minutes of meeting. The application will be considered incomplete without this active registration and proof of nonprofit status. For further information, contact the Department of State at (850) 488-9000 or www.sunbiz.org.</p>
Section 3: Sales Tax Certification	<p>Sales Tax Certification Section 3 must be completed by the Florida Department of Revenue confirming that the applicant has complied with the Florida Statutes concerning registration for Sales and Use Tax and has agreed to pay any applicable taxes due. Applications must be submitted within 90 days of DOR approval. The address and other contact information for Department of Revenue area offices can be found at: http://dor.myflorida.com/dor/taxes/servicecenters.html.</p>
Section 4: Local Zoning Approval	<p>Local Zoning Approval Section 4 applies only to applications for a temporary permit, not exceeding three days, to sell alcoholic beverages for consumption on premises only. The city or county zoning authority serving the area where the event or special sale will be held must complete this section confirming zoning approval. Applications must be submitted within 180 days of receiving zoning approval. The address and other contact information for area zoning offices can be found at: http://www.myfloridalicense.com/DBPR/alcoholic-beverages-and-tobacco/.</p>
Section 5: Description Of Premises of Temporary Event	<p>Description Of Premises of Temporary Event (Premises Sketch) Section 5 requires a complete sketch of the premises, drawn in ink or computer generated (letter size), detailing all permanent walls, doors, windows, counters, and labeling each room and area. Any outside areas where alcoholic beverages will be sold, consumed, or served must also be included in the sketch. Due to the difficulty of scanning, no blueprints will be accepted.</p> <p>When the event will be held at a location currently licensed for the sale of alcoholic beverages, a sketch of the entire premises must be submitted. If the event will not make use of the entire licensed premises, the sketch must identify the separate room or enclosure area of the licensed premises where the event will be held. In such circumstances, the attestation in Section 8 of this application must be signed by the current, permanent licensee and must be submitted by the nonprofit civic organization, charitable organization, municipality or county as part of its completed application.</p>
Section 6: Affidavit of Applicant for Temporary Permit	<p>Affidavit of Applicant for Temporary Permit Section 6, the affidavit of applicant for temporary permit, must be read and signed by an officer of the applicant organization in the presence of a notary, with the notary's seal affixed.</p>
Section 8: Attestation By Permanent License Holder	<p>Attestation By Permanent Licensee For Use Of Licensed Premises As A Permitted Temporary Event When the event will be held at a location currently licensed for the sale of alcoholic beverages, the attestation in Section 8 of this application must be signed by the current, permanent licensee and must be submitted by the nonprofit civic organization, charitable organization, municipality or county as part of the completed application.</p>

LAWS AND REGULATIONS RELATED TO THE SPECIAL SALES LICENSE

Florida Law for Special Sales Licenses

Pursuant to section 561.20(12)(a), Florida Statutes, upon the filing of an application and payment of a fee of \$25 per license, the division may issue a license authorizing the sale of alcoholic beverages in sealed containers only, for a period not to exceed 3 days. This license is issued only for the purpose of authorizing: a sale pursuant to levy and execution; a sale by an insurance company in possession of alcoholic beverages; a bankruptcy sale; a sale resulting from a license suspension or revocation; a sale of damaged goods by a common carrier; a sale by a bona fide wine collector; or a sale pursuant to Part V of Chapter 679, Florida Statutes.

ADDITIONAL INSTRUCTIONS FOR SPECIAL SALES LICENSE APPLICATION SECTIONS

SECTION	ADDITIONAL INSTRUCTIONS
Section 1: Applicant Information	Registration of Legal Entity All corporations, domestic or foreign, general partnerships, limited liability companies, limited liability partnerships, and limited partnerships seeking a license are required to be registered with the Florida Department of State, Division of Corporations. The application will be considered incomplete without this active registration. For further information, contact the Department of State at (850) 488-9000 or www.sunbiz.org .
Section 3: Sales Tax Certification	Sales Tax Certification Section 3 must be completed by the Florida Department of Revenue confirming that the applicant has complied with the Florida Statutes concerning registration for Sales and Use Tax and has agreed to pay any applicable taxes due. Applications must be submitted within 90 days of DOR approval. The address and other contact information for Department of Revenue area offices can be found at: http://dor.myflorida.com/dor/taxes/servicecenters.html .
Section 7: Affidavit of Applicant for Special Sales License	Affidavit of Applicant for Special Sales License Section 7, affidavit of applicant for special sales license, must be read and signed by the individual applicant, every partner of a general partnership, every general partner of a limited partnership, a managing member, manager, or officer of a limited liability company, a managing member, manager, or officer of a limited liability partnership, or an officer of a corporate applicant, in the presence of a notary, with the notary's seal affixed.

TYPE OF APPLICATION	
<input type="checkbox"/> Temporary Permit	<input type="checkbox"/> Special Sales License

SECTION 1A: APPLICANT INFORMATION			
Full Name of Applicant(s) The permit will be issued in the name of the applicant as provided on the application.			
Applicant Mailing Address			
City	County	State FL	Zip Code
Applicant Telephone Number		Applicant E-mail Address	
Corporation or Other Legal Entity If the applicant is a corporation or other legal entity, enter the name and the document number related to the legal entity as registered with the Florida Department of State Division of Corporations.			
FEIN Number		Florida Department of State Document Number	

SECTION 1B (OPTIONAL): DESIGNATED CONTACT			
A contact person must be designated below if the applicant prefers to designate a person other than the applicant to receive and reply to Division communications regarding this application. The designated contact person will be permitted to make changes to the application paperwork on behalf of the applicant, and the Division will communicate directly with the contact person regarding the application. The applicant will not be copied on communications from the Division to the designated contact. It is the responsibility of the applicant to inform the Division if there is a change of designated contact and/or to the contact information of the designated contact.			
Full Name of Designated Contact			
Designated Contact Mailing Address			
City	County	State FL	Zip Code
Designated Contact E-mail Address		Designated Contact Telephone Number Ext.	

SECTION 2: DATES AND LOCATION FOR PERMIT OR LICENSE**Dates of Active Use for Temporary Permit or Special Sales License**

Provide the date(s) of the event or sale when the permit or license will be effective. The dates provided may not exceed three days.

Day 1

Day 2

Day 3

Address for Physical Location of Temporary Event or Special Sales Event

City

County

State

Zip Code

FL

Is the event location currently licensed for sales of alcoholic beverages under a permanent license issued by the Division? Yes ☐ No ☐ If yes, obtain attestation of permanent license holder in Section 8.

SECTION 3: SALES TAX CERTIFICATION

TO BE COMPLETED BY THE FLORIDA DEPARTMENT OF REVENUE

Full Name of Applicant(s)**Florida Department of Revenue Verification of Registration**

The named applicant(s) for a temporary permit or special sales license has complied with Florida Statutes concerning registration for Sales and Use Tax and has paid or agreed to pay any applicable taxes due.

Authorized Agency Signature _____

Printed Name _____

Title _____

Date _____

SECTION 4: LOCAL ZONING APPROVAL			
TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING THE TEMPORARY EVENT LOCATION			
Location of Temporary Event			
Street Address _____			
City _____	County _____	State FL	Zip Code _____
Local Zoning Approval			
The location of the temporary event complies with local ordinances for the temporary sale of alcoholic beverages based on the information supplied by the applicant in this application.			
Authorized Agency Signature _____			
Printed Name _____			
Title _____			
Date _____			

SECTION 5: DESCRIPTION OF PREMISES OF TEMPORARY EVENT**Full Name of Applicant(s)****Name or Title of Temporary Event**

Neatly draw a floor plan of the premises in ink, including: sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, points of sale of alcoholic beverages, storage areas, restrooms, bar locations, and any other specific areas which are part of the premises where the event will be held. A multi-story building where the entire building is to be licensed must show the details of each floor.

**SECTION 6: AFFIDAVIT OF APPLICANT FOR TEMPORARY PERMIT
NOTARIZATION REQUIRED**

Full Name of Applicant(s)

"The applicant requesting the permit in the above and foregoing application is a nonprofit civic organization, charitable organization, municipality or county, and the permit, if used, will be used only by the applicant organization on the date(s) requested and at the location stated. By acceptance of this permit, the applicant agrees that, as a nonprofit or civic organization, all net profits from sales of alcoholic beverages during the permitted period will be retained by it, or, as a municipality or county, all net profits from sales of alcoholic beverages during the permit period will be donated to a nonprofit civic or charitable organization within 90 days after the permitted event. As a municipality or county, the applicant attempted to solicit a qualified nonprofit civic or charitable organization to conduct such sales for the permitted event but has been unable to find such a qualifying nonprofit civic or charitable organization in a reasonable and practicable manner and timeframe. The applicant organization has not received more than twelve (12) permits within the calendar year, unless otherwise authorized by law, and the applicant agrees that the location may be inspected and searched during the time that the permit is issued and business is being conducted without a search warrant by authorized agents or employees of the Division of Alcoholic Beverages and Tobacco, the Sheriff, Deputies, and Police Officers for purposes of determining compliance with the Florida Beverage Law.

I, the undersigned individual, or if a corporation, for itself, its officers and directors, hereby swear or affirm that I am duly authorized to make the above and foregoing application and, as such, I swear under oath or affirmation under penalty of perjury as provided for in sections 559.791, 562.45, and 837.06, Florida Statutes, that the foregoing information is true and correct."

Signature of Applicant/Affiant

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20 _____,
by _____ (print affiant name).

() Personally Known

() Produced Identification

Type of Identification Produced _____

Signature of Notary Public – State of Florida

Name of Notary Public – Typed, Printed, or Stamped

(NOTARY SEAL)

Commission Expires: _____

FOR DIVISION USE ONLY

DATE ACCEPTED BY DISTRICT OFFICE:

**SECTION 7: AFFIDAVIT OF APPLICANT FOR SPECIAL SALES LICENSE
NOTARIZATION REQUIRED****Full Name of Applicant(s)**

"As the applicant requesting the special sales license in the above and foregoing application, I understand that this license allows package sales in sealed containers for a period of up to three days, and does not permit the sale of alcoholic beverages for consumption on the premises. I agree that the location may be inspected and searched during the hours that the special sale is being conducted without a search warrant by authorized agents or employees of the Division of Alcoholic Beverages and Tobacco, the Sheriff, Deputies, and Police Officers for purposes of determining compliance with the Florida Beverage Law.

I, the undersigned individual, or if a corporation, for itself, its officers and directors, hereby swear or affirm that I am duly authorized to make the above and foregoing application and, as such, I swear under oath or affirmation under penalty of perjury as provided for in sections 559.791, 562.45, and 837.06, Florida Statutes, that the foregoing information is true and correct."

Signature of Applicant/Affiant

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20 _____,

by _____ (print affiant name).

(_____) Personally Known

(_____) Produced Identification

Type of Identification Produced _____

Signature of Notary Public – State of Florida_____
Name of Notary Public – Typed, Printed, or Stamped

(NOTARY SEAL)

Commission Expires: _____

FOR DIVISION USE ONLY

DATE ACCEPTED BY DISTRICT OFFICE:

SECTION 8: ATTESTATION BY PERMANENT LICENSE HOLDER FOR USE OF LICENSED PREMISES AS A PERMITTED TEMPORARY EVENT

An attestation is to be obtained from the current, permanent alcoholic beverage license holder when the temporary event of the applicant nonprofit civic organization, charitable organization, municipality, or county is hosted at a location that is permanently licensed by the Division of Alcoholic Beverages & Tobacco for the sale of alcoholic beverages.

NOTE: The attestation must have the original signature of the alcoholic beverage license holder (only persons on file with the Division may sign) and must be submitted by the nonprofit civic organization, charitable organization, municipality, or county as part of the application for the Temporary Permit.

Full Name of Permanent License Holder at Temporary Event Location

Business Name (D/B/A)

License Number

Series of Permanent License

Series Type:

Contact Person for Permanent License Holder

Contact Person Telephone Number

Ext.

Contact Person E-mail Address

Name of Applicant for Temporary Permit

Date(s) of Temporary Event

Day 1

Day 2

Day 3

A temporary permit is being requested for an event to be held on your licensed premises. During the permitted dates and times of the event, no sales or service of alcoholic beverages may be made under your permanent alcoholic beverage license in the area identified for use by the temporary permit applicant in Section 5 of this application. Failure to comply may result in administrative charges being filed against your license.

Signature of Permanent License Holder at Temporary Event Location

Date _____

Printed Name of Permanent License Holder at Temporary Event Location