

Brooklyn Community Board 8

Documents to be submitted with liquor license applications

The following documents are to be received from applicants by the Community Board 8 District Office seven (7) days prior an applicant’s scheduled appearance before the CB8 SLA Committee.

Document	Application		
	New	Renewal	Alteration
Copy of current Certificate of Occupancy for the building or Letter of No Objection for the space occupied	Mandatory		
List of all houses of worship and schools within 200 feet (including storefront churches) and establishments (bars, restaurants, taverns, pubs, etc.) with liquor licenses (whether beer/wine or full) within 500 feet of proposed space	Mandatory if full liquor license requested		Mandatory if change to full liquor license requested
Current photo of storefront and another photo of interior space (even if renovations of the space have not been completed)	Mandatory		
Official floor plan of interior service area with diagrams of seating charts, location of bar, entrance, egress and windows	Mandatory	Mandatory if seating has changed	Mandatory
For each outdoor service area, official diagram of outdoor service area seating arrangement with number of seats, tables, types of material used for tables, seats, decking and patio	Mandatory if outdoor service areas are included	Mandatory if outdoor service areas are changed	Mandatory if outdoor service areas are included
Letter from Community Board detailing operation history of any other previously held or currently operating establishments with a liquor license (if applicable)	Recommended		
Photos showing notice of your CB8 hearing posted (1) on your establishment, (2) on all doors providing access to residences in the buildings hosting your establishment, (3) on all residential buildings sharing a property line with the building hosting your establishment, and (4) on residential buildings directly across the street from your establishment. Notification forms can be downloaded at http://www.brooklyncb8.org/downloads/general	Mandatory	Mandatory if outdoor service areas or hours of operation are changed	Mandatory

Documents to be submitted with liquor license applications

Document	Application		
	New	Renewal	Alteration
Letters of support. Letters must contain a printed and signed name, address, and telephone number/email address. They cannot come from a person with an interest in your venture. They can, however, come from other merchants, block associations, houses of worships, and tenants in the immediate vicinity.	Recommended	Recommended if outdoor service areas or hours of operation are changed	Recommended if outdoor service areas or hours of operation are changed