

**INSTRUCTIONS FOR COMPLETING
DBPR ABT – 6029
DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO
APPLICATION FOR EXTENSION OR AMENDED SKETCH OF LICENSED PREMISES**

If you have any questions or need assistance in completing this application, please contact the Division of Alcoholic Beverages & Tobacco's (AB&T) local district office. Please submit your completed application and required fee(s) to your local district office. This application may be submitted by mail, through appointment, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's web site at the link provided below:

http://www.myflorida.com/dbpr/abt/district_offices/licensing.html

GENERAL REQUIREMENTS

This application must be submitted for approval when changes are made to the licensed premises whether the extension is permanent or temporary.

Please complete all information. Incomplete applications will be returned. All questions are applicable and must be answered fully and truthfully.

You must provide an original application and a copy of all supporting documentation. All signatures must be original.

APPLICATION REQUIREMENTS

Applicants for Temporary Extension of Premises Permits must submit the application at least seven (7) days prior to the first date of the event to insure the permit is issued by the event date.

Zoning Approval – Applies to Permanent or Temporary Extension of Premises Only

Zoning approval is executed by the city or county zoning authority in which the business to be licensed is located. This application is to be taken to the Zoning Department (City or County) that governs the location of your business.

Health Approval – Applies to Permanent Extension of Premises Only

Health approval is required on all applications for consumption on the premises. Businesses that serve food or are located on premises licensed by the Division of Hotels and Restaurants, must obtain approval from that division. Businesses that do not serve food must contact the County Health Authority or the Department of Health. Food service establishments located in grocery and convenience stores, bakeries or delicatessens must contact the Department of Agriculture and Consumer Services.

Note: Health Approval is not required for a temporary extension of the licensed premises or amended sketch of the licensed premises.

Affidavit of Applicant

Read and sign in the presence of a notary. The affidavit must be signed by the individual applicant, each partner of a general partnership, a general partner of a general partnership of a limited partnership, a managing member, manager, or officer of a limited liability company, each partner of a limited liability partnership, or one of the officers of a corporate applicant.

Sketch of Premises

A complete sketch of the premises, drawn in ink or computer generated (letter size) which includes all permanent walls, doors, windows, counters, labeling each room and area. Include any outside areas where alcoholic beverages will be sold, consumed, or served. **Due to the difficulty of scanning, no blueprints are accepted.**

Amended Sketch of Premises

A complete sketch of the premises, drawn in ink or computer generated (letter size) which includes all permanent walls, doors, windows, counters, labeling each room and area. **Changes may be made to the interior of the existing premises only; no additional rooms may be added.**

Note: Zoning Approval is not required for an amended sketch of premises.

APPLICATION CHECKLIST

Select the appropriate transaction below and comply with the corresponding application requirements.

TRANSACTION	APPLICATION REQUIREMENTS
Extension of Licensed Premises	<ul style="list-style-type: none"><input type="checkbox"/> Complete DBPR ABT-6029 Division of Alcoholic Beverages and Tobacco Application for Extension or Amended Sketch of Licensed Premises<input type="checkbox"/> Pay \$100 fee for each temporary extension of licensed premises requested (make check payable to the Division of Alcoholic Beverages and Tobacco)
Amended Sketch	<ul style="list-style-type: none"><input type="checkbox"/> Complete DBPR ABT-6029 Division of Alcoholic Beverages and Tobacco Application for Extension or Amended Sketch of Licensed Premises

**DBPR ABT-6029 – Division of Alcoholic Beverages and Tobacco
Application for Extension or Amended Sketch of Licensed Premises**

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**DBPR Form
ABT-6029
Revised 02/2013**

If you have any questions or need assistance in completing this application, please contact the Division of Alcoholic Beverages & Tobacco's (AB&T) local district office. Please submit your completed application and required fee(s) to your local district office. This application may be submitted by mail, through appointment, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's web site at the link provided below:

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SECTION 1 - CHECK TRANSACTION REQUESTED	
Transaction Type:	
<input type="checkbox"/> Temporary Extension	<input type="checkbox"/> Amended Sketch
<input type="checkbox"/> Permanent Extension	

SECTION 2 - LICENSE INFORMATION			
Licensee (as listed on alcoholic beverage license)			
Business Name (D/B/A)			
Location Address (Street)			
City	County	State FL	Zip Code
Alcoholic Beverage License Number	Series	Type/Class	
Business Telephone Number ext.	Email Address (Optional)		
<u>FOR TEMPORARY EXTENSIONS ONLY:</u>			
Date(s) of Extension:			

<p>ABT District Office Received / Date Stamp</p>

SECTION 3 - ZONING APPROVAL TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING YOUR BUSINESS LOCATION (This section only applies to a permanent or temporary extension of licensed premises)			
Location Street Address _____			
City _____	County _____	FL	Zip Code _____
<p>Are there outside areas which are contiguous to the premises which are to be part of the premises sought to be licensed?" <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> The PERMANENT extension of the licensed premises as shown in the sketch complies with zoning requirements for the sale of alcoholic beverages pursuant to this application.</p> <p><input type="checkbox"/> The TEMPORARY extension of the licensed premises as shown in the sketch complies with zoning requirements for the sale of alcoholic beverages pursuant to this application.</p> <p>Signed: _____ Title: _____ Date: _____</p> <p>This approval is valid until _____</p>			

SECTION 4 - HEALTH TO BE COMPLETED BY THE DIVISION OF HOTELS AND RESTAURANTS OR COUNTY HEALTH AUTHORITY OR DEPARTMENT OF HEALTH OR DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES	
<p>The above establishment complies with the requirements of the Florida Sanitary Code.</p> <p>Signed _____ Date _____</p> <p>Title _____</p> <p>Agency _____</p> <p>This approval is valid until _____</p>	

**SECTION 5 - AFFIDAVIT OF APPLICANT
NOTARIZATION REQUIRED**

Business Name (D/B/A) _____

"I, the undersigned individually, or if a registered legal entity 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 hereby swear or affirm that the attached sketch is a true and correct representation of the extended licensed premises and agree that the place of business may be inspected and searched during business hours or at any time business is being conducted on the premises without a search warrant by officers of the Division of Alcoholic Beverages and Tobacco, the sheriff, his deputies, and police officers for the purposes of determining compliance with the beverage and cigarette laws."

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."

If applying for a temporary extension, check the box to confirm the following statement:

"I understand that the premises must be restored to its original form at the conclusion of the authorized temporary event."

STATE OF _____

COUNTY OF _____

APPLICANT SIGNATURE

APPLICANT SIGNATURE

The foregoing was () Sworn to and Subscribed OR () Acknowledged Before me this _____ Day

of _____, 20____, By _____ who is () personally
(print name(s) of person(s) making statement)

known to me OR () who produced _____ as identification.

Notary Public Commission Expires: _____

SECTION 6 – DESCRIPTION OF PREMISES TO BE LICENSED

Business Name (D/B/A)

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the proposed premises movable or able to be moved?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there any access through the premises to any area over which you do not have dominion and control?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there more than 3 separate rooms or enclosures with permanent bars or counters?
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the business located within a Specialty Center? If yes, check the applicable statute: <input type="checkbox"/> 561.20(2)(b)1, F.S. or <input type="checkbox"/> 561.20(2)(b)2, F.S.

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, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises sought to be licensed. A multi-story building where the entire building is to be licensed must show the details of each floor.

