

**PROCEDURE FOR OBTAINING COUNTY ALCOHOLIC BEVERAGE LICENSE
(PROVIDE COPY TO APPLICANT)**

- 1) For an alcoholic beverage establishment located outside of any city limits, applicant(s) must contact the Cass County Commission Office. If the establishment will be located in an incorporated city, applicant(s) must contact the respective city auditor.

- 2) The following forms should be supplied by the Commission Office to applicant(s) for a county alcoholic beverage license and returned back to the Commission Office:
 - Application for license to sell alcoholic beverages
 - Personal information attachments
 - Payment of fee
 - Township Board Consent form
 - Background Investigation for all new, prospective licensees.
APPLICATION CAN TAKEUP TO SIX (6) WEEKS TO COMPLETE.
Sheriff's Department to submit results of background investigation to the Commission Office. State's Attorney's Office will also be forwarded a copy for comment.
 - Fire Marshall or Chief approval
 - 1st District Health Unit approval
 - Scale drawing of proposed licensed premises
 - The County will utilize North Dakota State Office of the Attorney General Form SFN 14985

- 3) Board of Commissioners to consider application for county alcoholic beverage license upon submission of the above completed documents, along with a check made payable to Cass County Auditor based upon the following fee schedule*:

On & Off Sale Alcoholic Beverage	\$1000
On OR Off-Sale Alcoholic Beverage	\$1000
Beer and Wine	\$ 500

* An applicant may apply for a six (6) month retail license. Such a license shall be valid during any consecutive six (6) month period within the calendar year. The fee for a six (6) month license shall be 1/2 of the annual fee stated above.

Inform the applicant(s) of meeting dates for the Board of Commissioners and the agenda deadline of ten (10) days before each meeting. All necessary completed documentation as stated in Item #2 to be submitted by the agenda deadline (Monday at 5 PM prior to the meeting date).

- 4) Applicant(s) shall be responsible for obtaining proper permit or license from the State of North Dakota and from the United States Government.

Rules and regulations are in accordance with Ordinance #2018-3 of the Board of Cass County Commissioners and appropriate sections in the North Dakota Century Code.