



## Department of Liquor Control State of Vermont

### Licensing Instructions

How to obtain a Liquor License for a .....

#### Restaurant/Bar/Cabaret/Hotel/Club: (1st class)

This license is obtained by first downloading the first class application form and filling it in its entirety. (first class application) Once completed, you would submit the application to your Town/City Clerk with the appropriate fees. At the next duly warned meeting of the local licensing control commission, your application will be taken up for consideration. If approved by the locality, the application gets forwarded on the the Department of Liquor Control where you will be contacted by a Licensing Investigator. The Investigator will tell you that he will need copies of your articles of incorporation or LLC. If you're licensing as an individual, you do not need to produce articles of incorporation or LLC. All applicants will need to produce a copy of the following as well:

- Trade name registration which is obtained through the Secretary of States Office.
- Your Federal employee identification number (FEIN)
- Your sales and use, rooms and meals and lodging tax numbers (if applicable) from the Vermont Department of Taxes.
- Your health license which you will obtain from the Vermont Department of Health
- Proof of training in regards to Vermont's liquor laws, rules and regulations through the Department of Liquor Control
- A copy of your lease and/or proof of ownership of the property to be licensed.
- If you have employees you will need to provide proof of Workman's Compensation Insurance
- If applicable, a copy of your naturalization certificate

You do not need all of the above paperwork to file your applicaiton with your locality however, we will need this paperwork before we can issue you a license. Depending on what paperwork you have and what you are waiting on will dictate the time in which we can issue the license. This process can take anywhere from 2 weeks to 6 weeks once Liquor Control gets your application.

If you would like to sell spirits (vodka, gin, rum, etc.) you will need to fill out the third class application. This application is sent directly to DLC with the appropriate fee at any time. It does not go to the city/town.

**Important to remember: make sure all copies of documents are in the entity you are applying under.**

#### Contact information for all of the above is

Vermont Department of Liquor Control Forms [click here](#)

Secretary of State Office (for corporations, llc, partnerships)802-828-2386

VT Business Tax Office 802-828-2551

TTB (federal government ) 1-800-937-8864

Health Department 802-863-7221

Seminar Schedule, Choose first class (DLC Training) [click here](#)

Licensing, DLC 802-828-2339.

Vermont Liquor Laws and Regulations [click here](#).

As always please familiarize yourself with Vermont Laws and Regulations concerning Liquor Control.

#### Store: (2nd class)

This license is obtained by first downloading the second class application form and filling it in its entirety. (second class application) Once completed, you would submit the application to your Town/City Clerk with the appropriate fees. At the next duly warned meeting of the local licensing control commission, your application will be taken up for consideration. If approved by the locality, the application gets forwarded on the the Department of Liquor Control where you will be contacted by a Licensing Investigator. The Investigator will tell you that he will need copies of your articles of incorporation or LLC. If you're licensing as an individual, you do not need to produce articles of incorporation or LLC. All applicants will need to produce a copy of the following as well:

- Trade name registration which is obtained through the Secretary of States Office.
- Your Federal employee identification number (FEIN)
- Your sales and use certificate, from the Vermont Department of Taxes.
- Proof of training in regards to Vermont's liquor laws, rules and regulations through the Department of Liquor Control
- A copy of your lease and/or proof of ownership of the property to be licensed.
- If you have employees you will need to provide proof of Workman's Compensation Insurance
- If applicable, a copy of your naturalization certificate

You do not need all of the above paperwork to file your application with your locality however, we will need this paperwork before we can issue you a license. Depending on what paperwork you have and what you are waiting on will dictate the time in which we can issue the

license. This process can take anywhere from 2 weeks to 6 weeks once Liquor Control gets your application.  
**Important to remember: make sure all copies of documents are in the entity you are applying under.**

**Contact information for all of the above is:**

Vermont Department of Liquor Control Forms ([click here](#))  
 Secretary of State Office (for corporations, llc, partnerships)802-828-2386  
 VT Business Tax Office 802-828-2551  
 TTB (federal government ) 1-800-937-8864  
 Seminar Schedule, Choose second class (DLC Training)([click here](#))  
 Licensing, DLC 802-828-2339.  
 Liquor Laws and Regulations ([click here](#))

As always please familiarize yourself with Vermont Laws and Regulations concerning Liquor Control.

#### **Tobacco Only:**

A tobacco license is obtained by downloading the tobacco license ([tobacco](#)). Fill this out completely and attach proof of seminar attendance. The application and appropriate fees are sent directly to DLC.

Once it is received at DLC the Licensing Investigator will be in contact with you to inspect your location. The tobacco license will then be issued and emailed back to you or sent by mail.

#### **Manufacturer of Vinous:**

In order to produce wine and sell wine in Vermont you will first need to start at the federal level. Contact the TTB (Alcohol and Tobacco Tax and Trade Bureau) and apply for a [Basic Permit](#). This process can be lengthy so the sooner you apply with them the sooner you will be able to obtain a [Vermont Vinous Manufacturing License](#).

There are numerous ways to showcase and sell your product as a manufacturer in Vermont after you have obtained the Basic Permit and Vermont Vinous Manufacturer license. The manufacturers license allows you to produce wine and sell it to Wholesale Distributors in Vermont. ([wholesale distributors](#))

- Farmer's Market permits allow you to conduct tastings and sell by the bottle. ([farmer's market permit](#))
- Fourth class license at your manufacturing site([4th class application](#)) or at any other off site tasting room you are allowed to sell to consumers by the bottle or by the glass for tastings.
- Special Event permits([special event permit](#)) will allow you to take your product to any event and sell by the glass or unopened bottle.
- Wine tastings can be conducted on the premises of a second class license. This allows you to provide tastings to customers of the store ([wine tasting application](#))
- If you would like to ship to consumers or retailers through out the state then the [Direct ship to consumer](#) and [Direct ship to retailer](#) permits are what you need. These licenses require annual and semi annual reporting. Please print the reporting page to go along with the application page. [Direct ship to consumer reporting form](#) or [Direct ship to retail reporting form](#)

Once the Department of Liquor Control receives your completed application to manufacture vinous beverages you will be contacted by a Licensing Investigator. The Investigator will tell you that he will need copies of your articles of incorporation or LLC. If you're licensing as an individual, you do not need to produce articles of incorporation or LLC. All applicants will need to produce a copy of the following as well:

- **Federal Basic Permit**
- Trade name registration which is obtained through the Secretary of States Office.
- Your Federal employee identification number (FEIN)
- Your sales and use certificate, from the Vermont Department of Taxes.
- Proof of training in regards to Vermont's liquor laws, rules and regulations through the Department of Liquor Control
- A copy of your lease and/or proof of ownership of the property to be licensed.
- If you have employees you will need to provide proof of Workman's Compensation Insurance
- If applicable, a copy of your naturalization certificate

If you plan to ship out of state, please make sure you check with the receiving state on their liquor laws as they vary from state to state. You will need a bill of lading to ship out of Vermont.

**Important to remember: make sure all copies of documents are in the entity you are applying under.**

**Contact information for all of the above is:**

Vermont Department of Liquor Control Forms ([click here](#))  
 Secretary of State Office (for corporations, llc, partnerships)802-828-2386  
 VT Business Tax Office 802-828-2551  
 TTB (federal government) 1-800-937-8864  
 TTB (wine information) 1-513-684-6882  
 Seminar Schedule, Choose Manufacturing class ([click here](#))

Licensing, DLC 802-828-2339.

As always please familiarize yourself with Vermont Laws and Regulations concerning Manufacturing Vinous beverages.

### **Manufacturer of Malt:**

In order to obtain a Malt Manufacturing License from DLC you first need to obtain a **Brewers Notice from the Federal Government (TTB)** Once this is secured you can apply for the License to Manufacture Malt Beverages (**malt license**) This license allows you to manufacture malt beverages and sell them to wholesale dealers in Vermont(**wholesale distributors**).

There are numerous ways to showcase and sell your product as a manufacturer in Vermont after you have obtained the Brewers Notice and Vermont Malt Manufacturers license.

- Farmer's market (**farmers market**) permits allow you to conduct tastings and sell by the bottle.
- By obtaining a **fourth class** license at your manufacturing site or at any other off site tasting room you are allowed to sell to consumers by the bottle or by the glass for tastings.
- **Special event** permits will allow you to take your product to any event and sell by the glass or unopened bottle.
- Malt tastings can be conducted on the premises of a second class license. This allows you to provide tastings to customers of the store (**malt tasting application**)
- Direct ship to Consumers-This license allows you to ship to consumers.
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- Once the Department of Liquor Control receives your completed application to manufacture malt beverages you will be contacted by a Licensing Investigator. The Investigator will tell you that he will need copies of your articles of incorporation or LLC. If you're licensing as an individual, you do not need to produce articles of incorporation or LLC. All applicants will need to produce a copy of the following as well:
  - Federal Brewer's Notice
  - Trade name registration which is obtained through the Secretary of States Office.
  - Your Federal employee identification number (FEIN)
  - Your sales and use certificate, from the Vermont Department of Taxes.
  - Proof of training in regards to Vermont's liquor laws, rules and regulations through the Department of Liquor Control
  - A copy of your lease and/or proof of ownership of the property to be licensed.
  - If you have employees you will need to provide proof of Workman's Compensation Insurance
  - If applicable, a copy of your naturalization certificate

If you plan to ship out of state, please make sure you check with the receiving state on their liquor laws as they vary from state to state. You will need a bill of lading to ship out of Vermont.

**Important to remember: make sure all copies of documents are in the entity you are applying under.**

### **Contact information for all of the above is:**

Vermont Department of Liquor Control License Forms ([click here](#))

Secretary of State Office (for corporations, llc, partnerships)802-828-2386

VT Business Tax Office 802-828-2551

TTB (Federal Government ) 1-800-937-8864

Seminar Schedule, Choose manufactures([click here](#)).

Licensing, DLC 802-828-2339.

Liquor Laws and Regulations ([click here](#))

As always please familiarize yourself with Vermont Laws and Regulations concerning Manufacturing Malt beverages.

### **Manufacturer of Spirits:**

You will need a distillery permit from the Federal Tax and Trade Bureau (TTB) before you produce, bottle, rectify, process or store distilled spirits. DLC recommends that you apply for your federal permit and label approval at least 90 days in advance before you plan to begin operations. You can get information on the federal permit and label approval processes at [www.ttb.gov/spirits](http://www.ttb.gov/spirits). While you are waiting for your permit from the TTB you can apply for the **License to Manufacture Spirits** with DLC. This license allows you to produce or rectify spirits.

Once you get this license you may also sell your product to DLC. By contacting the Liquor Purchasing Coordinator at [tonia.pryce@state.vt.us](mailto:tonia.pryce@state.vt.us), you can apply to have your product listed either as a regular item or special order item in our 70 plus liquor outlets.

Once you have your manufacturing license there are numerous ways to showcase and/or sell your product. Below is a list of the different ways to promote your product.

- Farmers Markets, this allows you to conduct tastings and sell by the bottle. (**farmer's market**)
- Fourth Class License, by obtaining a **fourth class** license at your manufacturing site or at any other off site tasting room you are allowed to sell to consumers by the bottle or by the glass for tastings.
- Special event permits will allow you to take your product to any event and sell by the glass or unopened bottle (**special event application**)

- Spirit tastings can be conducted on the premises of one of the liquor outlets. This allows you to provide tastings to customers of the store. You will need to get permission from the Liquor Purchasing Coordinator before conducting any tastings. Contact the Liquor Purchasing Coordinator at [tonia.pryce@state.vt.us](mailto:tonia.pryce@state.vt.us)

Please be aware that you need to file and pay taxes and bottle deposits on a quarterly basis directly to Department of Liquor Control. The form can be found under Vermont Manufacturers and titled "Spiritous Liquors Sold by a Vermont Manufacturer On-Premise or at Special Events" at the end of this page.

Manufacturing spirits sometimes requires licensees to purchase alcohol/spirits from an out of state source so that you can rectify the product in your manufacturing process. To receive this type of alcohol/spirit you would need the [Manufacture permit to purchase alcohol/spirits application](#).

Once the Department of Liquor Control receives your completed application to manufacture Spiritous beverages you will be contacted by a Licensing Investigator. The Investigator will tell you that he will need copies of your articles of incorporation or LLC. If you're licensing as an individual, you do not need to produce articles of incorporation or LLC. All applicants will need to produce a copy of the following as well:

- Federal Basic Permit
- Trade name registration which is obtained through the Secretary of States Office.
- Your Federal employee identification number (FEIN)
- Your sales and use certificate, from the Vermont Department of Taxes.
- Proof of training in regards to Vermont's liquor laws, rules and regulations through the Department of Liquor Control
- A copy of your lease and/or proof of ownership of the property to be licensed.
- If you have employees you will need to provide proof of Workman's Compensation Insurance
- If applicable, a copy of your naturalization certificate

If you plan to ship out of state, please make sure you check with the receiving state on their liquor laws as they vary from state to state. You will need a bill of lading to ship out of Vermont.

**Important to remember: make sure all copies of documents are in the entity you are applying under.**

**Contact information for all of the above is:**

Vermont Department of Liquor Control License Forms ([click here](#))

Secretary of State Office (for corporations, llc, partnerships) 802-828-2386

VT Business Tax Office 802-828-2551

TTB (federal government) 1-800-937-8864

Seminar Schedule, Choose manufactures (DLC Training)([click here](#))

Liquor Purchasing Coordinator: 802-828-2171

Licensing, DLC 802-828-2339.

Liquor Laws and Regulations ([click here](#))

**As always please familiarize yourself with Vermont Laws and Regulations concerning Manufacturing Spirituous Beverages**

#### **Wholesale Dealer License:**

This license will allow you to solicit orders for Malt and Vinous beverages from holders of First and Second Class Liquor Licenses. It also allows you to distribute malt/vinous beverages to First and Second Class Licensees. To obtain a Wholesale Dealer License in Vermont you would need to fill out in its entirety, the [Wholesale Dealer Application](#). You will also need to have a Solicitor's permit for every employee who solicits orders for your company. ([solicitor permit](#)). Submit this to the Department of Liquor Control along with the appropriate fees.

Once the Department of Liquor Control receives your completed application you will be contacted by a Licensing Investigator. The Investigator will tell you that he will need copies of your articles of incorporation or LLC. If you're licensing as an individual, you do not need to produce articles of incorporation or LLC. All applicants will need to produce a copy of the following as well:

- Federal Basic Permit
- Insurance bond in the amount of \$1,000.00 (for the first year, amount is subject to change every year depending on sales)
- Trade name registration which is obtained through the Secretary of States Office.
- Your Federal employee identification number (FEIN)
- Your sales and use certificate, from the Vermont Department of Taxes.
- Proof of training in regards to Vermont's liquor laws, rules and regulations through the Department of Liquor Control
- A copy of your lease and/or proof of ownership of the property to be licensed.
- If you have employees you will need to provide proof of Workman's Compensation Insurance
- If applicable, a copy of your naturalization certificate

With written permission from the Department of Liquor Control, Wholesale Dealers may conduct tastings to Staff and Management of first and second class licenses provided they are off duty to promote their products. You can obtain permission by emailing [renee.warren@state.vt.us](mailto:renee.warren@state.vt.us) or fax at 802-828-1031.

**Important to remember: make sure all copies of documents are in the entity you are applying under.**

**Contact information for all of the above is:**

Vermont Department of Liquor Control License Forms ([click here](#))

Secretary of State Office (for corporations, llc, partnerships) 802-828-2386

VT Business Tax Office 802-828-2551

TTB (federal government) 1-800-937-8864

Seminar Schedule, Choose Wholesale Dealers (DLC Training) ([click here](#))

Licensing, DLC 802-828-2339

Liquor Laws and Regulations ([click here](#))

**As always please familiarize yourself with Vermont Laws and Regulations concerning Wholesale Dealers**

