



Kansas Alcoholic Beverage Control  
Licensing Unit  
915 SW Harrison Street, Room 214  
Topeka, KS 66625-3512  
Telephone 785-296-7015 FAX 785-296-7185

## REQUEST FOR PREMISE APPROVAL INSTRUCTIONS

### WHO IS REQUIRED TO COMPLETE THIS FORM?

You must complete this form if you:

- are applying for a new liquor license
- currently possess a liquor license and are changing your location
- currently possess a liquor license and are applying for a permanent extension of your licensed premise
- currently possess a liquor license and are applying for a temporary extension of your licensed premise
- currently possess a liquor license and are applying for a temporary extension of your licensed premise into a special event area

### INSTRUCTIONS TO COMPLETE THE REQUEST FOR PREMISE APPROVAL:

1. Check the applicable type of premise approval you are requesting.
2. LICENSEE INFORMATION. Enter the licensee information requested.
3. DIAGRAM. Draw in the space provided, in ink, a complete sketch of the premises which you are seeking approval or you may attach your drawing to the form provided it is no larger than 8½ X 11.
  - a. The diagram must include **all** entrance, exit and interior doors, walls, coolers, bars, liquor storage space, kitchen, counters, sales area, office, restrooms, etc.
  - b. The diagram must show approximate dimensions of the premise you are seeking approval.
4. Submit your completed request to the ABC at the address on the form **at least 10 days prior to your event.**

If you have questions or need assistance, please contact the ABC Licensing Unit by e-mail at [abc\\_licensing@kdor.state.ks.us](mailto:abc_licensing@kdor.state.ks.us) or by phone at 785-296-7015.



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## REQUEST FOR PREMISE APPROVAL

Check one:  New License Application  Location Change  Permanent Extension  
 Temporary Extension  Temporary Extension for Special Event

### Licensee Information:

Business DBA Name	License Number (Excludes New Applicants)
Business Location Street Address	City
Contact Person Name	Phone Number

Draw in the space below, in ink, a complete sketch of the premises which you are seeking approval. The diagram must include all entrance, exit and interior doors, walls, coolers, bars, liquor storage space, kitchen, counters, sales areas, office, restrooms, etc. **Architectural drawings are not accepted.** Return the completed form to the address above.

### Diagram:

ABC Office Use Only

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Signature of ABC Official	Date
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