

REQUEST FOR TEMPORARY EXTENSION OF PREMISE (ABC-816)

WHICH FORM DO I NEED TO COMPLETE?

Complete and submit this *REQUEST FOR TEMPORARY PREMISE APPROVAL (ABC-816)* if you:

- currently possess a liquor license and are applying for a **temporary extension** of your licensed premise. If you do not have control of the area you are extending into, you must provide written permission from the owner or the city/county.
- If you are extending into public streets, alleys, roads, sidewalks or highways, you must provide a copy of the ordinance or resolution approval issued by the local governing body.

Complete and submit the *REQUEST FOR PERMANENT PREMISE APPROVAL (ABC-806)* if you:

- are applying for a new liquor license.
- currently possess a liquor license and are applying for a **permanent change** to your existing licensed premise.
- currently possess a liquor license and are changing your location. You must also complete and submit the *ABC LIQUOR LICENSE/PERMIT BUSINESS NAME AND/OR ADDRESS CHANGE FORM (ABC-22)* along with a copy of your lease or deed.

All forms may be found on our website at: <https://ksrevenue.org/abcforms.html>

INSTRUCTIONS FOR THIS TEMPORARY EXTENSION OF PREMISE REQUEST (ABC-816):

1. LICENSEE INFORMATION. Enter the licensee information requested.
2. TEMPORARY EXTENSION INFORMATION. Check the appropriate box(es).
 - a. If licensee does not have control of the premises, attach written permission from the property owner or city/county to this form before submission.
 - b. If licensee is to extend onto a public street, alley, road, sidewalk or highway, attach the approved ordinance/resolution to this form before submission.
3. DIAGRAM. Check the appropriate box, then draw a complete diagram of the premises for which you are seeking license approval **or** attach your own drawing, provided it is no larger than 8½ X 11, to this form.
 - a. The diagram must include **all** entrances, exits and interior doors, walls, coolers, bars, liquor storage space, kitchen, counters, sales area, office, restrooms, premises boundaries, etc.
 - b. The diagram must show approximate dimensions of the premise for which you are seeking approval.
 - c. The diagram must indicate your current premise (if applicable) as well as the temporary extension area.
4. ZONING. Take the form to the city/county clerk to complete the zoning section of the form.
5. Sign and date form.
6. Submit your completed request to the ABC by mail, fax or email to KDOR_ABC.Licensing@ks.gov **at least 10 calendar days prior to the temporary extension event date.**

CONTACT INFORMATION:

If you have questions or need assistance, please contact us by:

- **Phone: 785-296-7015; or, Email:**
- **KDOR_ABC.Email@ks.gov**

Alcoholic Beverage Control
 109 SW 9th Street, 5th Floor
 PO Box 3506
 Topeka KS 66601-3506



Phone: 785-296-7015
 Fax: 785-296-7185
 Kdor_abc.email@ks.gov
 www.ksrevenue.org/abc.html

Zoning: CERTIFICATE OF CITY, TOWNSHIP OR COUNTY CLERK

I HEREBY CERTIFY THAT THE PREMISES AT _____ IS:
Location Street Address City Zip

(Check one box in each section below)

CITY LIMITS: **Inside** the incorporated city limits **Outside** the city limits _____
County

(Seal)

CLERK SIGNATURE _____ City Clerk Township Clerk County Clerk
 PRINTED NAME _____ DATE _____ PHONE _____

I understand that I must maintain a copy of the approved diagram on the licensed premise and it must be available for immediate inspection upon request.

Under penalties of perjury, I declare the information contained in this document a true, accurate and complete disclosure of information.

 Licensee Signature Printed Name Date

ABC Office Use Only		
<input type="checkbox"/> DIAGRAM APPROVED AS SUBMITTED <input type="checkbox"/> DIAGRAM DENIED Reason Denied:	Signature of ABC Official	Date