



**COLORADO**  
**Department of Revenue**

Specialized Business Group—  
Liquor & Tobacco

Physical Address:  
1697 Cole Boulevard, Suite 200  
Lakewood, CO 80401

Mailing Address:  
P.O. Box 17087  
Denver, Colorado 80217-0087  
Fax: 303-866-2428

**December 18, 2020**

**Liquor Enforcement Division FAQ Regarding Application Processing and SB 20B-001**

Dear Liquor Licensing Clerks,

On December 10, 2020, Director Michelle Stone-Principato conducted a virtual briefing and Q&A on SB 20B-001. There were many good questions asked in the session, and the Division would like to provide a synopsis of the most frequently asked questions.

**Q 1: How does the bill affect state fees for licenses?**

**A:** Please see Bulletin 20-27 or the Bill for a complete list of license types affected. Applications for license types found on the list will have their Application and License fee waived for *New* applications, but *not Transfers*. The LED will also be waiving *Renewal* fees, *Late Renewal* fees, and the *Reissue* fees for the license types found on the list (see Q 4 below).

**Q 2: Does the bill require Local Licensing Authorities to waive any application or license fees?**

**A:** No.

**Q 3: How do you determine if a new license application will have its fees waived?**

**A:** Applications for new licenses that are eligible for a fee waiver (see Bulletin 20-27 and the Bill) that were received in your office December 7, 2020 or after will receive the waiver from the State. Applications that were submitted to your office prior to December 7, 2020 will not be considered for the waiver. The waiver for new license applications will end December 7, 2021. Transfer applications for any license type are not eligible for a fee waiver from the State.

**Q 4: What about renewal applications and late fees for late renewal applications?**

**A:** Renewal applications are due to the local licensing authority 45 days before the license expiration date. This is reflected in the "Due Date" field on the DR 8400 renewal form.

If the "Due Date" on the form is on or after December 7, 2020, the licensee should receive the fee waiver provided by SB 20B-001 from the State.

Also, in an effort to provide relief to licensee's as soon as possible, the LED is reviewing on a case by case basis renewals that had a "Due Date" prior to December 7, 2020, but were submitted to your office on or after that date. If it is decided the fee should be waived for a renewal application that falls into this category, the licensee will receive the waiver for this renewal period, but not the next.

Each licensee is only eligible for one waiver in the twelve month period between December 7, 2020 and December 7, 2021. No waivers will be granted for licenses with a "Due Date" after December 7, 2021.

Late fees for licensees with "Due Dates" after December 7, 2020 will be waived by the State, along with any other fee or fine associated with late renewal applications.

**Q 5: What if I received a new license application or renewal for applicable license types before December 7, 2020 in my office, are the fees waived?**

**A:** The Bill's effective date is December 7, 2020, so any application for a new license received in your office before that date will owe the application and license fees. This relief is for 12 months and should cover all current licensee renewals. If a licensee paid their renewal early and it is within this time period covered in Q3 above, communicate with LED at [dor\\_liqlicensing@state.co.us](mailto:dor_liqlicensing@state.co.us) so we can review the file in a case by case manner and issue a waiver in this specific instance.

**Q 6: Is there a physical form to fill out to be eligible for the waiver?**

**A:** No.

**Q 7: Are Manager Registration fees waived?**

**A:** No.

**Q 8: Are Concurrent Review fees waived?**

**A:** No.

**Q 9: Is the waiver automatic and is paperwork still required?**

**A:** Yes, the waiver is automatic at the state level, and yes, all paperwork is still required to be submitted.

**Q 10: Can Local License Authorities waive license and application fees?**

**A:** This would be up to your jurisdiction. Please consult your Municipal or County decision makers and advisors.

**Q 11: Will the renewal application form the LED mails to licensees reflect a fee?**

**A:** The renewal application form will still have fees that are applicable listed in the box in the upper right corner. If a fee is waived, there will be a stamp across the top of the application denoting this.

**Q 12: Can someone renew twice in the 12 month period covered by the bill and have their renewal fee waived?**

**A:** No. The Bill's effective date was December 7, 2020 and should allow for each licensee with a license type found on the list in Bulletin 20-27 and the Bill one fee waiver in the 12 month time frame between December 7, 2020 and December 7, 2021. See Q 4 above for more information.

**Q 13: Does the Bill include waivers for transfer applications?**

**A:** No.

**Q 14: Will application fees for COVID 19 modifications be waived?**

**A:** Application fees for COVID 19 modifications will be waived if the application was received in your office on or after December 7, 2020. All other modifications still require the requisite fees.

**Q 15: Are other types of modifications or permits applied for using the form DR 8442 application also subject to having their fees waived?**

**A:** No, COVID 19 modifications are the only permit that is eligible for a fee waiver. All other registrations, permits, and changes still require a fee.

**Q 16: Can we just email renewals now since payment is not required?**

**A:** Yes, you can email the forms to [dor\\_renewals@state.co.us](mailto:dor_renewals@state.co.us)

**Q 17: Can we email applications that don't require a fee?**

**A:** Yes, you can email applications that are subject to the fee waiver to [dor\\_liqlicensing@state.co.us](mailto:dor_liqlicensing@state.co.us). There is a 25 megabyte file size limit. Please mail all other applications with payment as you have done in the past.

**Q 18: Can you email all renewed licenses to Local Licensing Authorities?**

**A:** The LED's current process is to mail approved renewals to the Local Licensing Authority. This is due to procedure and system efficiencies that have been developed

over time that are not yet available for us to duplicate the process with email. The LED continues to seek pathways for more digital services, and will update you of any progress.

Please see the link to LED Bulletin 20-27 here:

<https://www.colorado.gov/pacific/sites/default/files/Bulletin%2020-27%20No%20Fee%20Schedule%20Attached%2012.8.20.pdf>

Please see the link to SB 20B-001 here:

<https://leg.colorado.gov/bills/sb20b-001>

Please see the link to the current fee schedule with updates in yellow/check mark here:

<https://www.colorado.gov/pacific/sites/default/files/DR%208500%20%281%29%2012.9.2020.pdf>

Thank You,

**Colorado Liquor Enforcement Division**