

INSTRUCTIONS FOR A LOCAL ALCOHOLIC BEVERAGE LICENSE

Please contact City Auditor's Office with questions.
(701-241-8108)

1. Application should be filed with the City Auditor's Office along with a non-refundable \$250 application fee. Please allow approximately 60 days for the approval process.
2. If the application is for a transfer of license from a current licensee to a new applicant, a letter is required to be submitted to the City Auditor by the existing licensee stating they wish to transfer their license to a new applicant.
3. A non-refundable payment in the sum of 10% of the initial issuance fee shall be paid at the time of City Commission approval of the license.
4. Contact the Health Department (701-476-6729) to schedule an inspection for your restaurant or bar license. You will also need to contact Fargo Cass Public Health, Kayla Baker at 241-1532 to make arrangements for employee server training.
5. It is necessary for you to have a State Alcohol Beverage License. Please contact the **ND Attorney General's Office** at **(701) 328-2329** for the State's requirements. A copy of your city license needs to be sent to the State of ND before you can order your product from a licensed distributor.