1) Liquor licenses are valid for one year from the date of the approval by the Colorado Liquor Enforcement Division and must be renewed each year.

2) Approximately 90 days prior to expiration date, you will receive a two-page renewal application from the Colorado Liquor Enforcement Division. You must: a) complete and have signed by an authorized agent; b) attach appropriate State and local fees (two separate checks); and c) submit to the Louisville City Clerk's Office, 749 Main Street, Louisville, CO 80027, for processing by the Louisville Liquor Licensing Authority and the State Liquor Enforcement Division.

3) Approximately 60 days prior to expiration date, if you have not already done so, you must complete your two-page renewal application from the State and submit it to the Louisville City Clerk’s Office for processing using steps a, b, and c as listed in step 2.

4) Renewal applications must be accompanied by both City and State fees and submitted no later than 45 days before license expiration. (Fees List is located in this Liquor Packet)

5) If you do not receive your renewal application from the State and your expiration date is within 60 days, contact the Colorado Liquor Enforcement Division at (303) 205-2300 or the Louisville City Clerk’s Office at (303) 335-4574 to obtain the required renewal forms. It is important that you do this since failure to renew prior to the expiration date will result in the expiration of your license.

6) Any changes in the following must be reported to the Louisville City Clerk’s Office for consideration by both the local and the State Licensing Authorities:
   - Change in Operating Manager
   - Change in Corporate or Trade Name
   - Change in Corporate Partner, Director, or Stockholder
   - Change in Partnership
   - Change of Location
   - Change or Transfer of Ownership
   - Change in Limited Liability Company Member
   - Modification of Licensed Premises

7) Licensee must maintain possession of the premises for entire licensed period by virtue of a lease, assignment of lease, or deed to the licensed premises.

8) Frequently needed numbers: Louisville City Clerk's Office (303) 335-4574 or 4536; and Colorado Liquor Enforcement Division (303) 205-2300