



# Welcome to the Business Structure Changes Webinar

- Your webinar will start at 2 p.m.
- Choose the option to call in or have WebEx call you.
- Please make sure to **mute** your phone or computer upon entry.
- Use the **chat** option to send in your questions.
- Send your questions to **everyone**.
- Presentation will be recorded.



## Agenda

- Introduction
- Change of Location
- Responsible Vendor Program
- Discontinued Business
- Endorsements
- Mandatory Alcohol Server Training (MAST)
- Questions and Answers



## Change of Location

- Change of Location (COL) completed in accordance with WAC [314-07-015](#).
- Common reasons for changing location:
  - Eviction/lease expiration.
  - Property sold.
  - Business growth.
- The following requirements must be met:
  - No changes to the current license type.
  - No changes to the true parties of interest.
  - License is current.
- Any requirements not being met will result in a NEW application.
  - If this happens, will need to pay full licensing fees.



# Change of Location

- Fill out a Business License application.
- \$75.00 processing fee (BLS may require additional fees).
- Application processed within 7-10 business days and sent to the Liquor and Cannabis Board (LCB).
- Processing times may be delayed if sent by mail.

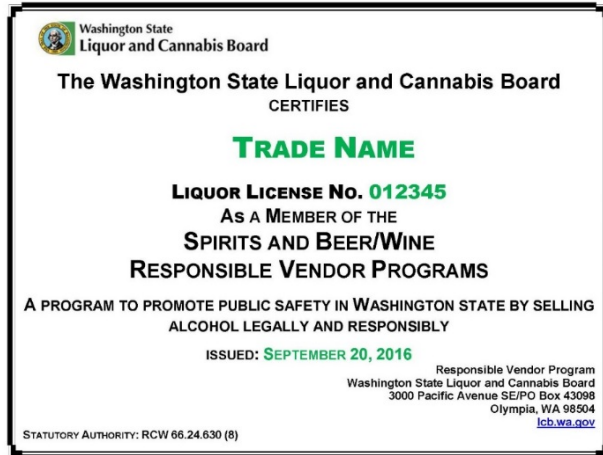


# Change of Location

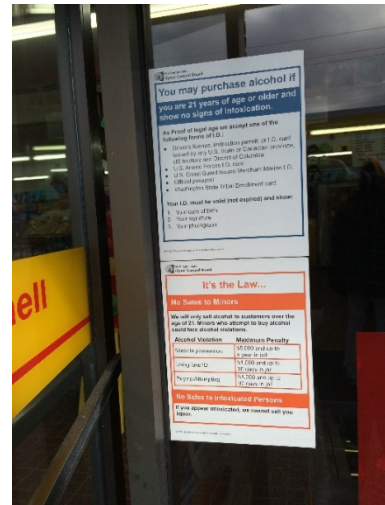
- Application assigned to a Licensing Specialist.
- Processed within 45-60 days.
- May require additional documentation and information.
- Once approved, new license number issued.



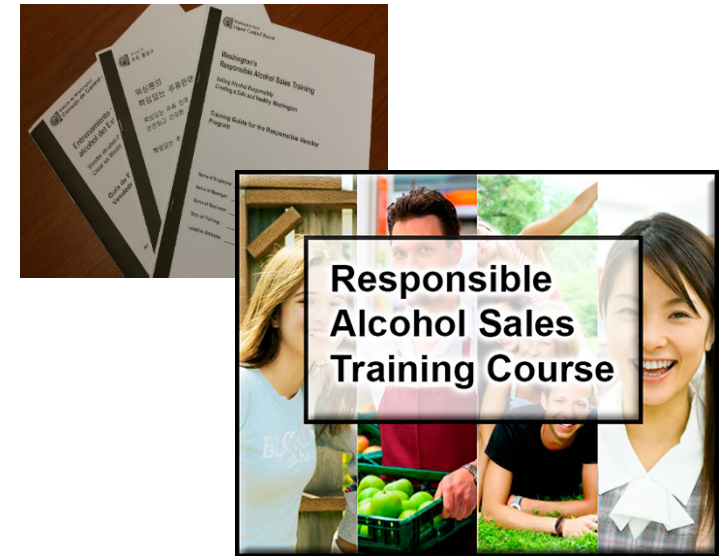
## Responsible Vendor Program (RVP)



RVP Certificate- participating retailer must post in main entrance



Signs deterring illegal purchase of alcohol- available from WSLCB



Employee Training Program- available on WSLCB's website

For more information about the RVP, visit: <https://lcb.wa.gov/mastrvp/responsible-vendor-program>

Contact us at: [rvp@lcb.wa.gov](mailto:rvp@lcb.wa.gov) or call (360) 664-1727



# Discontinued Business (Permanent)

- Licensee must contact their LCB Enforcement Officer.
- Discontinued business letter sent to email address on file.
- If no email address, letter will be mailed to the mailing address on file.



## Discontinued Business (Temporary)

- Licensee must contact their LCB Enforcement Officer.
- Temporary discontinued business letter sent to email address on file.
- If no email address, letter will be mailed to mailing address on file.
- Must reopen business within 60 days (unless seasonal closure).
- Must pay any renewal fees due during time of temporary closure.
- Must keep up on tax and reporting requirements during closure.





# Retail Endorsements

## Alcohol in Candy – No Fee

- Available to a grocery store licensee who holds a snack bar license.
- The confection contains more than 1% but not more than 10% of alcohol by weight (ABW).
- Can only be sold to persons at least 21 years old.
- If product does not contain more than 1% of ABW, confection manufacturers are not required to obtain a license. Please refer to [RCW 66.12.160](#) for more information on this exception.

Refer to RCW [66.24.350](#) and [66.24.360\(11\)](#) for more info.



# Mandatory Alcohol Server Training (MAST)

## Who needs MAST?

If you serve alcohol or conduct alcohol tasting, you need the MAST permit.

## Two types of permits:

- **Class 13** – 18 to 20 years of age
- **Class 12** – 21 or older



**How to obtain a permit** – Complete a WSLCB certified training course either online or in-person. Your permit will be mailed to you within 30 days. For a list of providers visit: [https://lcb.wa.gov/mastrvp/mandatory\\_alcohol\\_server\\_training](https://lcb.wa.gov/mastrvp/mandatory_alcohol_server_training)

**Permits are subject to inspection** – Anytime you are working in the sale and service of alcohol or supervising the sale or service of alcohol for on premise consumption you must be able to present the MAST permit and valid ID.

**For more information about the MAST, visit:** [https://lcb.wa.gov/mastrvp/mandatory\\_alcohol\\_server\\_training](https://lcb.wa.gov/mastrvp/mandatory_alcohol_server_training)

**Contact us at:** [mast@lcb.wa.gov](mailto:mast@lcb.wa.gov) or (360) 664-1727



# Retail Endorsements Beer and/or Wine Specialty Shop

## Growlers – No Fee

- Allows for the sale of tap beer, cider and/or mead to a purchaser.
- Wine and/or beer sales must be more than 50% of the licensee's gross sales or;
- Maintain an alcohol inventory of more than \$15,000.
- Sanitary containers of any size may be provided by the purchaser, licensee or manufacturer.
- Beer/wine specialty shop growlers endorsement acknowledgment form to be included with application.  
<https://lcb.wa.gov/licensing/licensing-forms-and-applications>

## Keg Sales – No Fee

- Allows a licensee to sell kegs of beer or cider for off-premises consumption.
- Container must be a keg or other container that can hold four or more gallons of beer or cider.
- Keg books can be ordered online [here](#) or by calling Enforcement at (360) 664-9878.

Refer to WAC [314-02-105](#), [314-02-120](#) and RCW [66.24.371](#) for more info.



# Retail Endorsements Wine Retailer Reseller

## **Beer/Wine Specialty Shop – \$110 annual fee**

- Allows a beer/wine specialty shop licensee to sell wine to on-premises liquor retailers for resale at their licensed premises.

Refer to WAC [314-02-105](#) and RCW [66.24.360\(9\)](#) for more info.

## **Grocery Store – \$166 annual fee**

- Allows a grocery store licensee to sell wine to on-premises liquor retailers for resale at their licensed premises.

Refer to WAC [314-02-103](#) and RCW [66.24.360\(2\)](#) for more info.

- ✓ A Federal Basic Permit is required for each location of the business. Apply for this permit online with the Alcohol and Tobacco Tax and Trade Bureau (TTB) at <https://www.ttb.gov/applications/index.shtml>.
- ✓ A reseller permit may be required to purchase liquor for resale. These are issued by the Department of Revenue. For more info, you may contact DOR 800-647-7706 or e-mail [reseller@dor.wa.gov](mailto:reseller@dor.wa.gov).



# Retail Endorsements

## **Caterer – \$350 annual fee**

- Extends the on-premises license privileges to sell and/or serve liquor at event locations on a specified date.
- Has to cater at a place not currently liquor licensed.

Refer to WAC [314-02-112](#) and [314-02-060](#) and RCW [66.24.320](#), [66.24.420\(6a\)](#), [66.24.570](#) for more info.

## **Caterer's Duplicate – \$20 annual fee**

- Allows a licensee to store liquor on other premises operated by the licensee.
- Copy of the lease agreement or evidence of ownership and floor plan sketch to be included with application.

Refer to WAC [314-02-061](#) and RCW [66.24.320](#), [66.24.420\(6c\)](#) for more info.



## Retail Endorsements

### **Limited Spirit Sampling – No fee**

- Allows a spirits retailer licensee to conduct spirits sampling within their fully enclosed retail area.
- Sample may be no more than one-half ounce, and no more than a total of one and one-half ounces, during any one visit.
- Licensee must be enrolled in the RVP.

Refer to WAC [314-02-106\(5\)](#) and RCW [66.24.670](#) for more info.

### **Grocery Store Beer/Wine Tasting – \$200 annual fee**

- Allows a grocery store licensee to have beer and wine tastings at their licensed premises.
- Store must operate a fully enclosed retail space of at least 10,000 square feet.
- Sample must be two ounces or less, up to a total of four ounces, during any one visit.
- Licensee has not had more than two public safety violations within the past two years.

Refer to WAC [314-02-100\(7\)](#) and RCW [66.24.363](#) for more info.

- ✓ Floor plan sketch and sampling or tasting endorsement acknowledgment form required with any application.
- ✓ List of scheduled tastings are emailed/faxed to their regional enforcement office at the beginning of each month.



## Retail Endorsements

### **Grocery Store Growlers – \$120 annual fee**

- Allows a grocery store licensee to sell tap beer and/or cider for off-premises consumption.
- Beer and/or wine sales need to be more than 50% of the licensee's gross sales or;
- Licensee maintains an alcohol inventory of not less than \$15,000.
- Sanitary containers of any size may be provided by the purchaser, licensee or manufacturer.
- Grocery store growlers endorsement acknowledgment form to be included with application.

Refer to WAC [314-02-100\(8\)](#) and RCW [66.24.360\(6a\)](#) for more info.



## Retail Endorsements

### **International Exporter – \$500 annual fee**

- Available to a grocery store licensee.
- Allows for the sale of beer and wine for export to locations outside the U.S.
- Beer and wine must be bought from a licensed WA distributor.
- Any beer, strong beer or wine must be sold at a price no less than acquisition price.

Refer to WAC [314-02-100\(6\)](#) and RCW [66.24.360\(10\)](#) for more info.





## Retail Endorsements

### **Non-Club Event – \$900 annual fee**

- Allows spirits, beer and wine (S/B/W) private club licensees and S/B/W restaurants not serving the general public to use club liquor for non-club member-sponsored events.
- Event may not be open to the public.
- Visitor and/or guest attendance is by invitation only from a sponsoring member of the club.

Refer to WAC [314-40-095](#) and RCW [66.24.450\(3\)](#) for more info.



## Retail Endorsements

### **Off-Premises Sale Private Label Wine – \$120 annual fee**

- Available to a sports entertainment facility licensee with a capacity of 5,000 people or more.
- Allows for the sale of privately labeled wine by the unopened bottle for off-premises consumption.

Refer to RCW [66.24.570\(6\)](#) for more info.

### **Off-Premises Sale Wine – \$120 annual fee**

- Allows for the sale of wine by the unopened bottle for off-premises consumption.
- Available to the following licensees:
  - S/B/W restaurant.
  - S/B/W private club.
  - Beer and/or wine private club.

Refer to WAC [314-02-015\(1e\)](#) and RCW [66.24.452](#) for more info.



## Retail Endorsements

### Off-Premises – \$120 annual fee

- Available to a beer and/or wine restaurant and a tavern licensee.
- Allows for the sale of tap beer, cider and/or mead in a container that holds less than four gallons.
- Allows for the sale of beer in kegs or other containers that can hold four or more gallons.
- Beer and wine sold for off-premises consumption must be in original sealed packages.

Beer and/or wine restaurant: refer to WAC [314-02-045](#) and RCW [66.24.354](#) for more info.

Tavern: refer to WAC [314-02-070](#) and RCW [66.24.354](#) for more info.

### Spirit Beer Wine Restaurant Kegs to Go – \$120 annual fee

- Allows for the sale of tap beer for off-premises consumption in kegs or other containers that can hold four or more gallons.
- Keg books can be ordered online [here](#) or by calling Enforcement at (360) 664-9878.
- Tap beer, cider and/or mead may also be sold to a purchaser who provides their own container (commonly known as growlers).

Refer to WAC [314-02-015\(1f\)](#) for more info.



# Retail Endorsements

## WA Retailer Receiving Direct Shipments – No fee

- Allows a domestic (in-state) or U.S. winery, brewery, microbrewery or distillery holding a Certificate of Approval (COA) to ship products of its own production to WA retailers.
- Two options:
  - 1) WA Retailer Receiving Direct Shipments – IN WA Only: allows a licensed WA retailer to receive direct shipments of beer, wine or spirits to receive product only from an in-state winery, brewery, microbrewery or distillery.
  - 2) WA Retailer Receiving Direct Shipments – IN/OUT WA: allows a licensed WA retailer to receive direct shipments of beer, wine or spirits to receive product from an in-state and out-of-state U.S. winery, brewery, microbrewery or distillery.

Refer to WAC [314-19-015\(12\)](#) and RCW [66.24.210\(1c\)](#), [66.24.290\(1d\)](#) for more info.

Direct shipping laws overview: <https://lcb.wa.gov/licensing/direct-shipping-laws>



# Applying for an Added Endorsement

- Application for added endorsement available at <https://lcb.wa.gov/>.
- When adding an endorsement to your current liquor license, the application needs to be directly submitted to the LCB.
- Mail in the application along with the appropriate fees (if applicable).
- Applications are processed within 30-45 days of receipt, sometimes sooner.
- Once application has been approved, you will receive an approval letter from the LCB.
- You will receive a new business license from Business Licensing Services reflecting the added endorsement.
- You may call the LCB customer service line at 360-664-1600 for additional information.



## Question and Answer Period

- Please hold and we will proceed to answer your questions momentarily.
- You can still send in your questions. Any questions we can't answer today will be answered and posted to the LCB [Licensing Classes](#) page within the next two weeks.
- You may contact us anytime at [licensingquestions@lcb.wa.gov](mailto:licensingquestions@lcb.wa.gov) or call customer service at 360-664-1600.



## Questions with Answers

### **1. How do I get contact information for my enforcement officer?**

Please call our customer service department at (360) 664-1600. Have either your license or UBI number available so a specialist can locate your account and assist you promptly. You may also visit our enforcement page for contact information on our specific enforcement regions. <https://lcb.wa.gov/enforcement/contact-your-officer>

### **2. How do I know if I qualify for a temporary closure?**

Your enforcement officer will evaluate whether or not you qualify for a temporary closure. You will need to contact them and they will be able to assist you.

### **3. Can I apply for my marijuana change of location online?**

No. A MJ change of location must be submitted via paper application to Business Licensing Service along with the \$75 change of location fee. LCB will then receive the application for continued processing. Link to form <http://bls.dor.wa.gov/forms/700028And31.pdf>

### **4. Can I use a mobile food truck for my catering?**

Yes. With the catering endorsement attached to your liquor license, you may use a mobile food truck to transport and store the liquor at the event location. You may not, however, serve liquor out of the food truck.

### **5. If there is no fee, can I email the added endorsement application?**

Yes. You may email the application to [LicensingRetail@lcb.wa.gov](mailto:LicensingRetail@lcb.wa.gov). Once the application is received, it will be processed by the customer service department and an approval letter will be emailed to you. Please be sure to keep an eye on your spam folder as sometimes our emails land there.



## Questions with Answers

**6a. What form do we fill out when renewing our license if we are changing our business from a sole proprietorship to an LLC?**

You will fill out a business license application from the Department of Revenue and submit it to BLS. You will want to indicate you are applying for an *assumption* on the application. You may visit the BLS site <http://bls.dor.wa.gov/renewbusiness.aspx> for further instruction.

**6b. Will we need to close our business or stop serving liquor while making this business structure change?**

If you are changing your business structure from a sole proprietorship to a LLC, you may continue operation of your business during the assumption process. You must make sure your liquor license stays current and active during the assumption process, meaning you will be required to pay any renewal fees (if applicable) during the assumption process.

**7. With the Spirit Beer Wine Restaurant Kegs to Go endorsement, can you sell "growlers" you provide that are smaller than 4 gallons, like 1 quart or 1 gallon size?**

No. The Kegs to Go endorsement allows a S/B/W Restaurant to sell tap beer for off-premises consumption in kegs or other containers (such as growlers) that can hold **four or more** gallons. Refer to WAC [314-02-015\(1f\)](#) for more info.

**8. When a new business receives a temporary permit for beer/wine, are they allowed to sell beer/wine before they receive their final approved license?**

If you are a new business who has not been issued their liquor license, you will need to speak with your licensing specialist and request an interim license. If you are approved for an interim license, you may begin selling beer/wine before you receive your final approved license.