



Secondary Location Permit Application

(Authorized by MCL 436.1541)

For information on retail licenses and permits, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Part 1 - Licensee Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s):		
Address:		
City:	Zip Code:	
Contact name:	Phone:	Email:

Part 2 - Secondary Location Information

If the secondary location operator is a subsidiary or affiliate of the licensee, also complete Part 5 on page 2. Documentation of the subsidiary or affiliate relationship will be required. Secondary location must be located on or adjacent to the primary licensed premises listed above.

Name of secondary location operator: (if different than licensee)		
Secondary location address: (if different than above)		
City:	Zip Code:	
Secondary location is located: (select one)	<input type="checkbox"/> On the primary licensed premises <input type="checkbox"/> Adjacent to the primary licensed premises	Number of motor vehicle fuel pumps:

Part 3 - Fees & Required Documents

<input type="checkbox"/>	\$70.00 inspection fee - <u>Not required if request for Secondary Location Permit is part of a request for a new license or transfer of an existing license.</u> <i>Fee Code 4036</i>
<input type="checkbox"/>	\$100.00 Secondary Location Permit fee - Note: Secondary Location Permit fee is an annual fee required at the time the license is renewed. <i>Fee Code 4011</i>
Optional Additional Permits:	<input type="checkbox"/> \$160.00 Sunday Sales Permit (A.M.) fee <i>Fee Code 4033</i> <input type="checkbox"/> Beer and Wine Tasting Permit (No Charge) <div style="text-align: right;"><i>Leave Blank - MLCC Use Only</i></div>
TOTAL FEES DUE:	<input style="width: 100px;" type="text"/> Make check payable to State of Michigan.
<input type="checkbox"/>	Diagram of secondary location - Diagram must include the secondary location building dimensions and a depiction of the distance measurement between the motor vehicle fuel pumps and the site of payment and selection of alcoholic liquor (the minimum distance is 5 feet).
<input type="checkbox"/>	Property document - A lease, deed, or land contract, which demonstrates that the licensee or operator has control over the secondary location.
<input type="checkbox"/>	Subsidiary or affiliation documentation - <u>Only required if the licensee and secondary location operator are different entities.</u> Submit a flowchart and affidavit demonstrating the affiliation between the licensee and the secondary location operator.

Part 4 - Signature of Licensee

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Print Name of Licensee & Title

Signature of Licensee

Date

Part 5a - Specific Information on Secondary Location Operator (if not the licensee)

Each individual person that will be a secondary location operator that is not the licensee must complete Part 5a, 5b, and 5c. If the secondary location operator is a corporation or limited liability company, complete Part 5a and 5c for the operator AND submit [Form LCC-301](#) for the corporation or LLC.

Name:			
<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Partnership			
Address:			
City:		State:	Zip Code:
Contact name:	Phone:	Email:	
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC?			<input type="radio"/> Yes <input type="radio"/> No

Part 5b - Personal Information (Individuals)

Date of Birth:	Social Security Number:	Driver's License Number:	
Are you a citizen of the United States of America?		<input type="radio"/> Yes <input type="radio"/> No	
Have you ever legally changed your name?		<input type="radio"/> Yes <input type="radio"/> No	
If you answered "yes", please list your prior name(s) (including maiden):			
Spouse's full name (if currently married):			
Spouse's date of birth:	Is your spouse a citizen of the United States of America?	<input type="radio"/> Yes <input type="radio"/> No	
Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan?		<input type="radio"/> Yes <input type="radio"/> No	
Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC?		<input type="radio"/> Yes <input type="radio"/> No	
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary):		<input type="radio"/> Yes <input type="radio"/> No	
Date	City/State	Charge	Disposition
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary):		<input type="radio"/> Yes <input type="radio"/> No	
Date	City/State	Charge	Disposition

Part 5c - Signature of Secondary Location Operator

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Name of Secondary Location Operator

Signature of Secondary Location Operator

Date

Please return this completed form along with corresponding fees and documents to:
Michigan Liquor Control Commission
 Mailing address: P.O. Box 30005, Lansing, MI 48909
 Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Fax to: 517-284-8557



LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 **

** DO NOT EMAIL OR MAIL THIS FORM **

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED

Name on Card: _____

Payment Amount: _____

Billing Address: _____

Card Number: _____

City: _____ State: _____ Zip Code: _____

Check One:

Phone: _____

MasterCard Visa Discover

Email: _____

Security Code/CVV Code: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Expiration Date: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Table with 3 columns: Fee Type, Fee Amount, MLCC Fee Code. Includes items like Inspection Fee(s), Special License Fee(s), Temporary Authorization Fee, License Renewal Fee(s), Manufacturer License(s), Wholesaler License(s), New Retailer License(s), Transfer Retailer License(s), Conditional License, New Add Bar, Sunday Sales Permit (AM/PM), and Catering Permit.

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.