

DIRECTIONS FOR CHANGE OF LOCATION – DBR LIQUOR LICENSE HOLDERS

This only applies to DBR-Issued licenses (manufacturer, wholesaler, etc.). You must contact the municipality for information about local liquor license processes (restaurant/bar, liquor store, etc.).

These directions apply to situation where only the location is being changed. If there are other material changes to the operation (scope of activity) or any ownership changes (corporate or individual), please contact DBR to discuss the appropriate process.

1. Submit a letter indicating that you are applying to change locations and specifying the former and new locations. Answer the following questions in your letter:
 - A. Has any of the information changed in your original application other than location?
 - B. Do you own or lease the premises? If leased, list the name and address of the lessor. If owned and if the property is mortgaged, list the name and address of mortgagee.
 - C. Will any other business be conducted in the same premises? If yes, describe.
2. Include the following documents with your cover letter:
 - A. TTB permit showing the new location;
 - B. Zoning approval for the new location;
 - C. Fire approval for the new location;
 - D. Tax Affidavit for the entity holding the license and for each individual owner;
 - E. Criminal background check for all owners, from Rhode Island (and, if residing outside the state, the state of residence).¹
 - F. Email Communication Form.
3. Once you have submitted all of the above to DBR, you will be contacted regarding the date of the public hearing and the requirements for the newspaper advertisement and abutter notices.² The statute requires advertisement of the hearing in the newspaper during two consecutive weeks before the hearing. Newspapers require lead time to prepare and publish the notices. Newspaper notices must be paid by the applicant. DBR will provide the applicant with a form letter to use to send to the abutters. To determine the abutters, the applicant must generate a list of property owners within 200 feet using official town records.
4. After the hearing (but before the license may be issued to start business), you will need to pass a DBR inspection.
5. There is no DBR fee for a license transfer.

¹ If the owners have recently submitted criminal background checks to DBR in conjunction with another application process, please contact DBR to determine if you qualify to submit an update affidavit instead of new background check documents.

² If you are moving within the same plat/lot number, you do not need to go through the public hearing requirement, but must still update all information with the DBR.