

INSTRUCTIONS FOR ADDING PERMIT TO RESTAURANT A LICENSE

The non-refundable fee of \$500.00, must be enclosed or the application will be returned. **Keep a copy of the complete application packet for your records.**

To continue to qualify for a Restaurant License, you must meet all the conditions set forth in statute, which are:

- An establishment having a New Mexico resident as a proprietor or manager
- Held out to the public as a place where food is prepared and served primarily for on-premises consumption to the general public
- Has a dining room, a kitchen and the employees necessary for preparing, cooking and serving food
- Food service is the primary source of revenue and accounts for 60% or more of the total gross receipts
- "Restaurant" does not include establishments as defined in rules promulgated by the director serving only hamburgers, sandwiches, salads and other fast foods

To add + NM Produced Spirits Permit to your Restaurant License, you must:

- Have held your current license for at least 12 months and it must be in good standing
- Submit documentation listed below to verify that the Establishment still qualifies
- Agree and understand that in addition to selling and serving Beer and Wine, this Permit allows the service of New Mexico spirituous liquors produced or bottled by or for a Craft Distiller.
- Alcoholic Beverages shall not contain more than one and one-half ounces of spirituous liquor

Attach the following Required Documents with Permit Application:

1. **Menu and Hours of Operation** – A complete and finalized copy of the full menu for the business, include hours and days of operation, indicate when closed. If the hours and days of operation are not printed on the menu, write them on a separate sheet of paper.
2. **Food Establishment Permit** – A current permit in the name of the Applicant required, and may be obtained through the NM Environment Department, or you may need to contact city or county offices directly.
3. **Zoning Statement** – Zoning Statement for the current premises, issued by the Local Governing Body, on official letterhead. Contact your city or county clerk for the zoning office in your area.

The Zoning Statement **must include a statement regarding Permitted Use** for the type of liquor license being applied for – need permission for Selling and Serving alcoholic beverages. (example: On-premises consumption of alcohol is a permitted use within this zone; with or without Patio Service permitted; Sale of packaged alcohol for off-premises consumption permitted use).

4. **Photos** – include Interior of premises, Kitchen Area, Prep Area, Dining Area, food counters, location/storage of alcohol, and Exterior /patio and fencing, if applicable.

Please note that the Checklist on last page is for ABC use when submitted for review.





APPLICATION FOR RESTAURANT LICENSE A+ NM Produced Spirits Permit

Annual Permit | \$500.00 Fee, non-refundable ABC USE ONLY | Application No. _____

Restaurant A | Beer & Wine only Current Restaurant License Number: _____

Licensee/Owner Name: _____

Doing Business As: _____

Mailing Address: _____

Physical Address: _____

Contact Person: _____

Phone: _____ Cell: _____ E-Mail: _____

Is food service the primary source of revenue and accounts for 60% or more of the total gross receipts at current licensed premises? Yes No Is Food Service Permit current? Yes, attached No

I have had current Restaurant License for at least twelve (12) months. Yes No

I have attached an updated Zoning Statement from my local option district, allowing for the sale and service of spirits at the current location or if applicable, that no zoning is required. Yes No

I, the undersigned, swear that I am authorized to obtain this permit and that the information on this application form is true and correct, to the best of my knowledge. **I also attest to understanding the following:**

- In addition to the sale and service of Beer and Wine, I understand that I can also sell and serve ONLY New Mexico spirituous liquors produced or bottled by or for a New Mexico Craft Distiller.
- Alcoholic Beverages shall not contain more than one and one-half ounces of spirituous liquor.
- Hours of Service: Sales and Service of alcoholic beverages Monday through Sunday, until the time meal sales and services cease or 11:00pm, whichever time is earlier.

You must sign before a Notary Public.

Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____

NOTARY PUBLIC USE ONLY: (State of _____, County of _____)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____

By Affiant: _____

SEAL

Notary Public: _____ My Commission Expires: _____

ABC USE ONLY: Payment | \$ _____ Received on: _____ Receipt No. _____

APPROVED DISAPPROVED, _____

ASSIGNED PERMIT NO. _____ **EXPIRES ON:** _____

Reviewed, with copy sent to Licensee via Email, Fax, 1st class mail By: _____

Done this _____ Day of _____, 20____.



RESTAURANT LICENSE ADD + NM PRODUCED SPIRITS PERMIT CHECKLIST

Final: Assigned License No. _____

Filed on: _____ Assigned to Hearing Officer on: _____ Application # _____

Applicant Name: _____

DBA Name: _____

Mailing Address: _____

Contact Person/Agent: _____ Phone: _____ Email: _____

Page 1 complete Yes No _____

\$500.00 Application/Permit fee submitted Yes No _____

Menu, including hour and days of operation Yes No _____

Food Establishment Permit, in Applicant's name Yes No _____

Current Zoning Statement, in Applicant's name Yes No _____

Photos of Kitchen, Dining Room, and Patio if applicable Yes No _____

LICENSE:

Current Restaurant License No. _____

HOLDS? Yes No Type / Reason: _____

Changes to License? Yes No Type / Reason: _____

