



# ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

50 NE 23<sup>rd</sup> Street  
Oklahoma City, OK 73105  
(405) 521-3484

## REQUEST FOR CHANGE OF LOCATION

### CHANGE OF LOCATION FEE AND REQUIRED ITEMS

- Mixed Beverage License Holders (ONLY) - \$100.00
- A Certificate of Liability Insurance showing coverage for both bodily injury and property damage.
- A deed, lease, management agreement, or sales contract for the new location address
- A Certificate of Compliance from the City or County where the business is located stating all building codes for zoning, fire, safety, and health are in compliance or copies of the inspection reports from the State Fire Marshal's office and State Health Department showing the inspection was done.

1. ABLE License Number			
2. DBA Name of Location			
3. Current Location Address			
City	County	State	Zip
4. New Location Address			
City	County	State	Zip
5. Business Phone Number	6. Alternate Phone Number	7. E-mail Address	

### OWNER INFORMATION

8. Type of Owner	
<input type="checkbox"/> Individual	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Tribe
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Tribal Corporation/Entity
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Other _____
<input type="checkbox"/> Corporation	
9. Business Owner/Applicant	
10. Federal Employer Identification Number	

<b>11. Application Contact Person</b>
<b>Application Contact Address</b>
<b>Application Contact Phone Number</b>
<b>Application E-Mail Address for Correspondence</b>

I, \_\_\_\_\_, being duly sworn upon oath deposes and says: That he/she is the applicant who makes the above and foregoing application, that he/she has read and signed the same; knows the contents thereof and that all statements therein contained are true. Applicant(s) certifies that the statements and representations made herein are true and correct and consents that if any statements and representations herein are found to be false or omitted, that the Director may refuse to issue said license or may cause such license to be revoked forthwith at any time. He/She further agrees that he/she has filed all appropriate property with the County Assessor and that all ad valorem taxes assessed on his/her property, both real and personal, and wherever situated in the state of Oklahoma, have been paid.

\_\_\_\_\_  
**Signature of Applicant(s)**

## LOCATION DIAGRAM

Draw a diagram of the licensed premises on this page. The diagram should include the following: outside dimensions, rooms, doorways, bars and liquor storage areas. **DO NOT SUBMIT**. Keep the drawn diagram and have it ready to present to the Agent who contacts you regarding your Location Change.

**OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION**

**NOTICE OF INTENTION TO APPLY FOR PERMISSION TO CHANGE LOCATION OF LICENSED PREMISES**

In accordance with the OAC 45:40-7-1 of the Oklahoma Alcoholic Beverage Laws Enforcement Commission,

\_\_\_\_\_  
(Name of Licensee)

doing business as \_\_\_\_\_  
(business name)

\_\_\_\_\_  
(Address of Licensed Premise)

hereby publishes notice of \_\_\_\_\_ intention to apply within  
(his, her, their)

sixty days from this date to the Oklahoma Alcoholic Beverage Laws Enforcement Commission for permission to change the location of the licensed premises from the present location to \_\_\_\_\_  
(address of new location)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(If partnership, all partners must sign. If a corporation, an officer of the corporation must sign. If an LLC, a member or manager must sign.)

\_\_\_\_\_  
\_\_\_\_\_

County of \_\_\_\_\_, State of Oklahoma.

Before me, the undersigned notary public, personally appeared;

\_\_\_\_\_  
\_\_\_\_\_

to me known to be the person(s) described in and who executed the foregoing

application and acknowledged that \_\_\_\_\_ executed the same as

(he, she, they)

\_\_\_\_\_ free act and deed.

(his, her, their)

\_\_\_\_\_  
\_\_\_\_\_

(my commission expires)

(notary)

Instructions:

1. Complete in detail.
2. Copy to Newspaper for publication.
3. Said notice shall be published in not less than two column inches in a legal newspaper of general circulation in the county in which licensed premises are to be located.
4. The notice will be twice published, once every eight (8) days for (2) successive weeks.
5. Submit original with application.

OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

PROOF OF PUBLICATION

I do hereby declare, under penalty of perjury, that \_\_\_\_\_

\_\_\_\_\_ did cause to be published in (name of legal newspaper)

a legal newspaper of general circulation in the county of \_\_\_\_\_

located in the City of \_\_\_\_\_, Oklahoma, by causing the

same to be published on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

and on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a Notice of

Intention to Apply for Permission to Change Location of the Licensed Premises

and that a true copy of said notice is attached and made a part hereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

(legal representative of the newspaper)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

(my commission expires)

(notary public)

Instructions:

1. Attach a true copy of each run of the publication.
2. Submit original completed Proof of Publication with application.
3. You may submit the publisher's affidavit form in place of the above affidavit.