

## *Licensing FAQs*

### Introduction

The Pennsylvania Liquor Control Board issues, renews or validates more than 50,000 licenses annually. In order for a liquor license to be issued by the PLCB, there must be both a person or entity and an operational premises. The PLCB, however, may grant prior approval to an applicant whose premises are not yet complete.

Licenses are obtained four ways: through the issuing of a new license, the approval of a person-to-person transfer, the approval of a place-to-place transfer or the approval of a double transfer (person to person and place to place).

For a new license, an applicant must apply to the PLCB Bureau of Licensing for a new license. There may be an opening in the quota (see below), a legislative exception to the quota or no quota for the particular license being sought.

For a person-to-person transfer, an applicant must apply to have an existing license owned by another transferred to it for use at the same location (the licensed premises). This is valid only in cases of a change of ownership.

For a place-to-place transfer, an applicant must apply to have an existing license that it holds transferred to a different location without any changes in ownership.

For a double transfer (person to person and place to place), an applicant must apply to have an existing license transferred to it for use at a different location – that is, there are both a change of ownership and of the licensed premises.

### *About the Quota – Retail Liquor and Malt/Brewed Beverages*

The Pennsylvania Legislature has generally limited the number of licenses for the retail sale of malt or brewed beverages and liquor to one license for every 3,000 inhabitants in any county. Not included in that quota are licenses granted to public venues, performing arts facilities, continuing care retirement communities, airport restaurant, municipal golf courses, hotels, privately-owned public golf courses, racetracks, automobile racetracks, non-primary pari-mutuel wagering locations and national veterans' organizations.

Club licenses are not included in the quota but are subject to the quota. Once the quota is filled, no additional club licenses, except for incorporated units of national veterans' organizations, may be issued.

Once the number of existing retail licenses in a municipality exceeds one license per 3,000 residents, an applicant who wishes to move into that municipality must receive written approval, in the form of an ordinance or resolution following a hearing, from the municipality before the PLCB can consider the application.

Hotel (H or L) licenses are not subject to the retail license quota. Hotel licenses issued on or after Sept. 1, 1949, are subject to requirements regarding the minimum number of rooms an

establishment must have. The requirement is based on the size of the municipality in which the hotel is located.

Hotel licenses that were issued prior to Sept. 1, 1949, are exempt from the current room requirements. However, these grandfathered hotel licenses may not be transferred from their current location unless the new location meets the specific room requirements for the municipality.

Since the number of hotel rooms necessary to qualify for a hotel for those licenses issued prior to Sept. 1, 1949, is less than the current requirements, these licenses have value to a third party who may wish to acquire the licensed premises.

#### *About the Quota – Distributors*

The Liquor Code also restricts the number of distributor (D) and/or importing distributor (ID) licenses that may be issued in any county. No new distributor or importing distributor license may be granted in any county in which the combined number of distributor and importing distributor licenses exceeds one license for each 30,000 inhabitants of the county in which the license is to be issued, provided that a combined total of five such licenses may be granted in any county.

#### *Special Occasion Permits*

Certain entities are eligible for special occasion permits that allow them to sell alcoholic beverages on- or off-premises on certain days. Only one special occasion permit may be issued to an eligible entity per year, but it may be used for up to six days. Except for volunteer fire companies, rescue companies and ambulance squads that own their premises, the permits are not available for premises already holding a license. The purpose of the permit is to provide the eligible entity with a means of raising funds for itself. See below for more information.

#### **Questions Frequently Asked by Licensees:**

##### **HOW CAN I OBTAIN A LICENSE FOR A BAR, TAVERN, NIGHTCLUB OR BEER/SIX -PACK STORE?**

Bars, taverns and nightclubs must obtain Restaurant Liquor (R) licenses in order to sell and serve alcoholic beverages. Beer or six-pack stores generally hold retail dispenser Eating Place Malt Beverage (E) licenses.

Generally, you must locate an available license within the county in which the proposed establishment is located and purchase it. You must then file an application to transfer that license with the Bureau of Licensing.

Transfer applications are available at [www.lcb.state.pa.us](http://www.lcb.state.pa.us). Click on “Licensees,” then “Applications/Forms Overview” and “Application Packets.”

##### **HOW MUCH CAN I EXPECT TO PAY FOR A LICENSE IF I BUY IT ON THE OPEN MARKET?**

Prices of liquor licenses are governed by the marketplace. They are neither monitored nor regulated by the PLCB. In order to determine the cost of a liquor license in a particular area, you may wish to consult with a real estate or license broker in that area.

Generally, a license is sold by its owner in conjunction with the building in which it is located (the “licensed premises”). In cases where a license is sold separately, the cost is usually higher than when a license and building are sold as a package.

Regardless of the price paid for a license on the open market, the filing fee paid to the PLCB for the transfer of a license remains constant and depends upon the type of transfer: \$650 for a transfer to a new entity (a person-to-person transfer), \$550 to a different location (a place-to-place transfer) or \$700 for a transfer to both a new entity and location (a double transfer – person to person and place to place).

The PLCB can issue a license for economic development purposes if the establishment has 70 percent or more in food sales and the licensee pays \$25,000 to \$50,000 (the fee is based on the county in which the license is located). The Liquor Code states the licensee must be located in a Keystone Opportunity Zone, an Enterprise Zone as designated by the Pa. Department of Community and Economic Development or a municipality that has approved the issuance of the license for economic development purposes.

### **CAN I GET A TEMPORARY PERMIT TO HAUL ALCOHOLIC BEVERAGES INTO PENNSYLVANIA?**

In order to transport alcohol into or within Pennsylvania, you must have a Transporter for Hire license issued by the PLCB, unless the alcohol is denatured, is transported by certain common carriers, is for the personal use of the transporter, is for licensees whose licenses or permits allow them to transport it or is merely transported through the state without stopping.

The law prohibits anyone other than the PLCB, a manufacturer, the holder of a Sacramental Wine (S) license or Importer's (I) license from bringing alcohol into Pennsylvania and from possessing or transporting any liquor or alcohol within the Commonwealth that was not purchased from a Pennsylvania Fine Wine & Good Spirits store or limited winery.

There are some limited exceptions to these general rules. For example, a person may import into Pennsylvania an amount of liquor not exceeding one gallon if it was purchased in a foreign country or United States territory.

Active or retired members of the armed forces, totally disabled veterans and their spouses may import up to one gallon of liquor per month if the liquor was purchased from a Department of Defense package store.

Also, consuls general, consuls or other diplomatic officers of a foreign government may import liquor obtained in a foreign country.

Liquor may be imported by non-residents on behalf of Pennsylvania residents as a gift; by stockholders of a distillery located outside Pennsylvania as a dividend or under a purchase privilege plan; to heirs and legatees living within Pennsylvania; by new residents entering Pennsylvania who possessed alcohol for their personal use in their foreign residence; and by hospitals desirous of obtaining confiscated liquor offered to them by federal authorities or granted to them by the courts of Pennsylvania.

All of these groups except hospitals must submit an application to the PLCB and pay a service charge. Some situations also require the filing of an affidavit to the PLCB. If the PLCB grants the request, the person making the request will also need to pay all state and federal taxes due on the alcohol imported. Once a resident has done these things, he or she will receive a consent certificate approving the importation of the product by the resident. For information and application forms, please contact the Bureau of Product Management at 717.783.8237.

Liquor purchased prior to 1934 can be imported into Pennsylvania.

The law likewise prohibits any person within the Commonwealth from transporting within or importing any malt or brewed beverages (beer and flavored malt beverages) into the Commonwealth unless the person holds a valid importing distributor license issued by the PLCB, or unless a person is otherwise exempted. The importation of malt or brewed beverages into Pennsylvania is allowed only by licensed importing distributors on whose premises the malt or brewed beverages must come to rest, who have properly registered the brand with the PLCB and who have acquired the appropriate territorial rights from the manufacturer of the beverage in question.

The possible penalties for transporting liquor into Pennsylvania without a proper license include a fine of \$25 per package (defined as a bottle or other receptacle), plus the costs of prosecution, or imprisonment for a term of up to 90 days, and the packages of liquor shall be forfeited to the Commonwealth.

Applications are available at [www.lcb.state.pa.us](http://www.lcb.state.pa.us). Click on “Licensees,” then “Applications/Forms Overview” and “Application Packets.”

Most Pennsylvania residents are able to obtain desired wines and/or spirits through either the PLCB’s regular stock or its Special Liquor Order (SLO) system. The Bureau of Product Management or the staff at a Fine Wine & Good Spirits store can provide you with information regarding SLOs.

### **CAN MY ORGANIZATION GET A SPECIAL OCCASION PERMIT? FOR HOW LONG? HOW DO WE APPLY?**

The PLCB issues special occasion permits to specific, eligible entities for the purpose of raising funds. The permit may be used in conjunction with activities and events involving other entities; however, no one other than the holder of the special occasion permit may acquire a financial interest in the permit.

Only one special occasion permit shall be issued to an eligible entity per calendar year and each permit may, generally, only be used for six consecutive or non-consecutive days. Special occasion permit holders may sell alcoholic beverages during the same hours as Restaurant Liquor (R) license holders and may sell alcohol for consumption off the licensed premises. When applying for a special occasion permit, the applicant must have secured the use of the premises for which the license is to be issued and provide a description of the area to be used. The application must be made 30 days prior to the event and the local or Pennsylvania State Police must be notified of the times and place where alcohol is to be served.

The PLCB may refuse to issue a special occasion permit if it finds that the applicant is not reputable or does not otherwise meet the requirements of the Liquor Code. Such a refusal may be based in whole or in part on the applicant's prior operational history with either a special occasion permit or a license issued by the Board.

For a list of eligible entities or for a special occasion permit application, visit [www.lcb.state.pa.us](http://www.lcb.state.pa.us). Click on "Licensees," then "Applications/Forms Overview" and "Forms." Choose PLCB-1229 (Application for a Special Occasion Permit).

**I NEED SOMETHING CALLED 'TAX CLEARANCE' TO GET MY LICENSE. WHO DO I GET THAT FROM? WHEN? HOW?**

The Liquor Code requires that licensees and applicants provide information demonstrating that they are in good standing relative to their state tax obligations.

The Pennsylvania Department of Labor and Industry and the Pennsylvania Department of Revenue issue tax clearances.

To accompany a new or a transfer application, PLCB-1898 (Tax Certification Statement) must be filed with the PLCB, which initiates a request to those departments. The departments pre-audit renewal and validation applications with the resulting "clear" or "not clear" status shown on the application.

Regardless of the type of your application, when you are notified you do not have tax clearance, you must contact the respective department and obtain clearance. Labor and Industry provides tax clearance by execution of the "Tax Certification Statement for PLCB License" (UC Form 61), which must be sent or faxed to the Board.

Tax clearance from the Department of Revenue is reflected online. Only in an unusual situation is a hardcopy form (REV-1744) transmitted.

**I'D LIKE TO HAVE A LIST OF LICENSES IN MY COUNTY. WHERE DO I GET ONE SO I CAN FIND OUT IF THERE IS AN AVAILABLE LICENSE?**

You can find out if there is an available license in your county by calling the Bureau of Licensing at 717.772.1729 or 717.346.3900.

**WHAT IS THE QUOTA FOR MY COUNTY OR MUNICIPALITY?**

You may find out the quota of your county or municipality by calling the Bureau of Licensing at 717.772.1729 or 717.346.3900.

**HOW OFTEN IS THE QUOTA UPDATED?**

The quota figures are updated every 10 years upon the receipt of the federal decennial census results.

**THE LICENSEE IS RECENTLY DECEASED. AS EXECUTOR/ ADMINISTRATOR OF THE ESTATE, WHAT SHOULD I DO SO I CAN SELL OR TRANSFER THE**

## **LICENSE?**

You must notify the PLCB in writing within 30 days of the death of the licensee. The license may be transferred immediately to the surviving spouse or to you, as the administrator or executor of the licensee's estate, upon presentation of the transfer form, application, filing fee and short form certificate from the county Register of Wills. This requirement applies primarily to sole proprietorships and the transfer to a surviving spouse.

If the license is to be "transferred" to the estate of the deceased, PLCB-959 (Application for Correction to License or Permit) must be executed by the administrator or executor of the estate.

To find the correct form, visit [www.lcb.state.pa.us](http://www.lcb.state.pa.us). Click on "Licensees," then "Applications/Forms Overview" and "Forms."

## **OUR CORPORATION RECENTLY CHANGED OFFICERS. WHAT DO WE HAVE TO DO?**

Generally, if a corporation that holds a liquor license issued by the PLCB has a change of officers, directors or stockholders involving 10 percent or more of the outstanding voting stock and/or a majority or controlling interest, such change must be reported to the Board within 15 days.

In addition, the change in the corporation's president requires the filing of Form PLCB-866 (Notice of Change in the Business Structure of Licensed Corporations, Limited Liability Companies or Limited Partnerships, Except Clubs).

If this is a change of corporate officers that does not constitute a change in majority or controlling interest, the PLCB-866 must be accompanied by a \$200 fee.

If the change in corporate officers does constitute a change in majority/controlling interest, the PLCB-866 must be accompanied by a \$650 fee.

If this is a change of stockholders that does not involve a change of majority or controlling interest, no additional fee is required and posting is not required.

Changes in the setup of a corporation must be duly noted in the minutes, and any changes in stock holdings must be reflected in the stock certificates and stock transfer ledger.

Fee information may be obtained by calling the PLCB Licensing Information Center at 717.783.8250.

To find the correct form, visit [www.lcb.state.pa.us](http://www.lcb.state.pa.us). Click on "Licensees," then "Applications/Forms Overview" and "Forms."

## **OUR ORGANIZATION HAS A CLUB LICENSE AND WE HAVE HAD A CHANGE OF OFFICERS OR MANAGER/STEWARD. WHAT DO WE DO TO NOTIFY YOU OF THE NEW MANAGER/STEWARD OR OFFICERS?**

The club is not required to notify the PLCB at the time a change occurs.

Notification of a change in club officers is done during the license renewal process by completing and submitting Form PLCB-E 868 (Status/Change of Officers Directors and Manager or Steward of Club), which is found in the club's renewal application packet.

Notification of a change in a club manager/steward is done at the time of validation by completing and submitting Form PLCB-E 2175 (Status/Change of Manager or Steward of Club), which is found in the club's validation application packet.

### **MAY I EMPLOY SOMEONE WHO HAS BEEN CONVICTED OF A CRIME? DOES ANYTHING SPECIAL HAVE TO BE DONE IN ORDER TO DO SO?**

For many years, Pennsylvania law precluded retail licensed establishments from allowing "known criminals" to frequent their premises, and the licensed establishment would have had to obtain written permission from the PLCB to employ such a person.

On April 22, 2002, that section of the law was eliminated and is no longer in effect. It is no longer against the law to employ someone with a criminal record, unless the criminal record involves acts of prostitution. Therefore, if a licensee wishes to hire someone with a criminal record (for any crime except those related to prostitution), he or she could do so without prior approval from the PLCB.

Note that the Liquor Code states that persons of "ill repute" and prostitutes may still not be employed by licensees at their discretion. The term "ill repute" has never been precisely defined for the purposes of the Liquor Code. However, PLCB Regulations provide that, when considering whether a person is reputable, the PLCB may consider whether that person has been convicted of any crimes, including misdemeanors and felonies; the person's history regarding licenses issued by the PLCB, including the citation history of the licenses; and any other factor the PLCB deems appropriate.

### **I'M APPOINTING A NEW MANAGER. WHAT PAPERWORK AND FEES ARE REQUIRED?**

All licensees except club (C, CC, GCC, O and PGC) licensees must notify the PLCB within 15 days of the change. A \$135 fee must be supplied to conduct a background investigation. Other documents must also be supplied.

Specific instructions can be found in "Application Packet for Approval of Appointment of Manager."

Visit [www.lcb.state.pa.us](http://www.lcb.state.pa.us), click on "Licensees," then "Application Packets."

### **CAN I HAVE MINORS IN MY ESTABLISHMENT? UNDER WHAT CIRCUMSTANCES?**

It is against the law for retail licensees to permit minors onto their licensed premises, or any premises operated in connection with those premises, unless the minors are accompanied by a parent or legal guardian or under proper supervision.

“Proper supervision” is defined as a person 25 years of age or older who is directly responsible for the care and conduct of a minor or minors while on the licensed premises, and who keeps the minor or minors within his or her sight or hearing.

A licensee, an employee of a licensee or anyone else paid by the licensee can perform the duties of a “proper supervisor” as long as that person is not performing any other employment-related duties. Otherwise, a licensee can use unpaid volunteers to provide proper supervision.

In Philadelphia, each proper supervisor can supervise only five minors at one time.

In all other areas of Pennsylvania, each proper supervisor can supervise up to 20 minors, unless the minors are on the licensed premises as part of a school-endorsed function; in that case, each proper supervisor can supervise up to 50 minors.

Another exception, known as the “Pizza Hut rule,” applies only to restaurant, hotel and eating place licensed establishments whose sales of food and non-alcoholic beverages equal 50 percent or more of their sales of food and alcoholic beverages. If a minor goes to such an establishment, the minor does not need to be accompanied by a parent or legal guardian or be under proper supervision. Under this exception, minors can frequent any portion of the licensed premises except the bar area or any table at which alcoholic beverages are being served.

Finally, minors may be present on retail licensed premises if they are attending a “social gathering” – events marketed to or catering to minors in whole or in part for which proper notice has been provided to the Pennsylvania State Police, Bureau of Liquor Control Enforcement (“BLCE”), and at which time no alcohol is served and all alcohol is removed or secured by lock and key at the licensed premises. Written notice must be given to BLCE at least 48 hours in advance of a social gathering.

### **CAN MINORS WORK IN MY ESTABLISHMENT? AT WHAT AGE?**

The law permits you to employ people 18 years old or older to serve alcoholic beverages. Minors who are 16 and 17 years old may be employed to serve food, clear tables and perform other duties that do not include serving alcoholic beverages.

Minors under 16 years old cannot be employed on retail licensed premises except under a narrow exception involving ski resorts, golf courses, continuing care retirement facilities and amusement park licensees.

A 17-year-old minor can be treated as though he or she was 18 years old for purposes of employment if he or she is a high school graduate or if he or she has been declared to have attained his or her academic potential by the chief administrator of the school district in which the minor lives. In these cases, a licensee must have in his or her possession on the licensed premises, available to be produced upon demand, a certified copy of the diploma or certificate of graduation or a letter on the official stationery of the minor’s school district and over the signature of the chief administrator of the school district declaring that the minor has attained his or her academic potential.

Please note that the employment of minors is generally a concern of the Department of Labor and Industry. Licensees may wish to contact the department regarding employment of minors in general at 717.787.5279.

**I LOST OR DIDN'T GET MY RENEWAL OR VALIDATION. WHAT DO I DO NOW?**

Renewal and validation applications for retail licensees are forwarded to your Fine Wine & Good Spirits stores. Check with your store or call the Licensing Information Center at 717.783.8250. All others are either mailed to the licensed establishment or if in safekeeping, the safekeeping address of record. Have your License Identification Number (LID) or your license number handy when you call.

If you are interested in filing online rather than having a hard-copy application mailed, mention that during your call.

**I'VE GOT MY RENEWAL OR VALIDATION APPLICATION. DO I HAVE TO FILE ONLINE? I DON'T HAVE A COMPUTER.**

If you would like to file online but do not have a computer, most public libraries have computers available. While the PLCB encourages licensees to renew or validate their licenses online, it is not necessary.

You may mail your renewal application to:

PLCB  
BUREAU OF LICENSING  
PO BOX 8941  
HARRISBURG, PA 17105-8941

You may mail your validation application to:

PLCB  
BUREAU OF LICENSING  
PO BOX 8945  
HARRISBURG, PA 17105-8945

You may drop it off at the PLCB regional office closest to you.

Region 1 Office:  
MEETINGHOUSE BUSINESS CTR, STE 100  
140 W GERMANTOWN PIKE  
PLYMOUTH MEETING, PA 19462-1421  
610.940.1200

Region 2 Office:  
990 BRIARSDALE RD, UNIT A  
HARRISBURG, PA 17109-5905  
717.561.3741

Region 3 Office:  
PURITY PLZ  
158 PURITY RD, STE C

PITTSBURGH, PA 15235-4441  
412.723.0100

MAIN OFFICE  
101 NORTHWEST OFFICE BLDG  
HARRISBURG, PA 17124-0001  
717.783.8250

Renewal and validation should be made in a timely manner, as there are additional fees for late processing.

### **WHAT IS SAFEKEEPING? WHAT DO I RETURN?**

If your licensed premises is not in operation for 15 consecutive days, you must return your license and, if applicable, your wholesale purchase permit cards, to the PLCB no later than the expiration of the 15-day period.

A license may be placed in “safekeeping” for a period no longer than three consecutive years. The license must be renewed and/or validated during that time. You still maintain ownership of the license while it in safekeeping. However, once you no longer have your liquor license to display, you have neither the privileges nor the restrictions of a licensee who is operating under its liquor license.

In order to place your license in “safekeeping,” you must return the formal license to the PLCB. The mailing address is:

PLCB  
BUREAU OF LICENSING  
PO BOX 8940  
HARRISBURG, PA 17105-8940

You may physically return the license to the PLCB office closest to you. See the addresses listed above.

In either case, include a written request that your license be kept in safekeeping and the name, address and telephone number of the person to be contacted for license-related issues.

If the closing of the establishment coincides with the filing of the renewal or validation application, you may initiate this action during that process.

### **CAN YOU HELP ME WITH THE DETAILS OF MY CITATION OR CITATION HISTORY?**

Citations issued to licensees are issued by the Pennsylvania State Police, Bureau of Liquor Control Enforcement (BLCE).

Hearings for citations are held before the PLCB Office of Administrative Law Judge. Details of citations or licensee’s citation history may be obtained by contacting the Office of Administrative Law Judge at 717.540.5037.

Be advised that there is no mechanism to expunge citations issued by BLCE from an entity's record with the PLCB, but those citations decrease in significance with the passage of time. In fact, while the Liquor Code allows for mandatory suspensions of licenses after a certain number of citations, those citations all must have occurred within the last four years.

### **WHAT IS REVOCATION? CAN I GET MY LICENSE BACK?**

Revocation of a license is a penalty that may be imposed by the Office of Administrative Law Judge for citations sustained against a particular licensee.

Once a license is revoked, the licensee loses its operating privileges and the license goes out of existence.

A licensee whose license has been revoked will not be eligible to apply for another license for three years from the date of the revocation, and the premise covered by the revoked license may not be licensed for at least one year after the date of revocation.

Licensees aggrieved by the revocation of their licenses may appeal the decision of the Office of Administrative Law Judge to the PLCB within 30 days of the mailing date of the decision.

### **WHAT ARE ADVISORY NOTICES?**

Advisory Notices are notifications of policy decisions and changes in the law issued by the PLCB. Visit [www.lcb.state.pa.us](http://www.lcb.state.pa.us), click on "Legal," then "Advisory Notices."

### **WHAT NUMBER CAN I CALL WITH INQUIRIES ABOUT THE STATUS OF MY CASE/APPLICATION?**

You may call the Licensing Information Center at 717.783.8250. Please have your license number and/or LID number (license identification number) available when you call.

### **HOW CAN I OBTAIN FORMS I NEED OTHER THAN BY DOWNLOADING THEM FROM MY COMPUTER?**

Forms can be obtained by calling the Licensing Information Center at 717.783.8250. You may also obtain applications and forms from a PLCB regional office.

### **WHAT IS YOUR FAX NUMBER?**

Anything to be faxed to the Bureau of Licensing should be sent to 717.772.2165.

### **WHAT ADDRESS DO I USE TO MAIL DOCUMENTS TO YOU?**

The addresses for the mailing documents to the Bureau of Licensing have post office boxes, which ensures fast and reliable delivery. Send documents to:

#### **Renewals:**

PLCB  
BUREAU OF LICENSING  
PO BOX 8941  
HARRISBURG, PA 17105-8941

**Validations:**

PLCB  
BUREAU OF LICENSING  
PO BOX 8945  
HARRISBURG, PA 17105-8945

**All others:**

PLCB  
BUREAU OF LICENSING  
PO BOX 8940  
HARRISBURG, PA 17105-8940

The address for overnight or next-day delivery is:

PLCB  
BUREAU OF LICENSING  
CAPITAL AND FORSTER STS  
HARRISBURG, PA 17124-0001

Questions Frequently Asked by the General Public

**CAN I GET GRAIN ALCOHOL? IT'S NOT ON THE SHELF ANY MORE.**

On April 19, 1999, the PLCB opted not to sell grain/ethyl (190 proof) alcohol to the general public at its Fine Wine & Good Spirits stores.

This was done in an effort to prevent alcohol abuse, particularly among college students and other young people.

The PLCB will sell grain alcohol to non-licensees that intend to use the alcohol for a non-consumable use. However, individuals who wish to acquire grain alcohol must fill out Form PLCB-2196 (Application for Ethyl (Grain) Alcohol Purchase) and swear or affirm under penalty of law that the alcohol purchased will not be consumed. The Bureau of Licensing will review your application and render a decision.

To find the correct form, visit [www.lcb.state.pa.us](http://www.lcb.state.pa.us). Click on "Licensees," then "Applications/Forms Overview" and "Forms."

**THERE'S A PROBLEM WITH THE ESTABLISHMENT DOWN THE STREET. CAN YOU DO SOMETHING ABOUT IT? WHO SHOULD I COMPLAIN TO?**

Enforcement of the Liquor Code and PLCB Regulations is done by the Pennsylvania State Police, Bureau of Liquor Control Enforcement (BLCE).

Enforcement of all laws, regulations and ordinances is done locally by the policing authority of a particular municipality.

Complaints relative to the operation of an establishment licensed by the PLCB should be reported to your local police department or to the BLCE office that covers your county:

Headquarters  
3655 VARTAN WAY  
HARRISBURG, PA 17110  
Phone: 717.540.7410  
Fax: 717.540.7452

Chester, Delaware and Philadelphia counties  
Philadelphia Office:  
6901 WOODLAND AVE  
SECOND FL  
PHILADELPHIA, PA 19142  
Phone: 215.726.6200  
Fax: 215.726.6230

Carbon, Lackawanna, Luzerne, Monroe, Pike, Susquehanna, Wayne and Wyoming counties  
Wilkes-Barre Office:  
1095 HANOVER ST  
WILKES-BARRE, PA 18706  
Phone: 570.826.2370  
Fax: 570.826.2281

Adams, Cumberland, Dauphin, Franklin, Juniata, Lancaster, Lebanon, Perry and York counties  
Harrisburg Office:  
3655 VARTAN WAY  
HARRISBURG, PA 17110  
Phone: 717.541.7961  
Fax: 717.541.7861

Allegheny, Beaver, Fayette, Greene, Washington and Westmoreland counties  
Pittsburgh Office:  
313 MOUNT NEBO RD  
PITTSBURGH, PA 15237  
Phone: 412.548.2050  
Fax: 412.548.2064

Bedford, Blair, Cambria, Centre, Fulton, Huntingdon, Mifflin and Somerset counties  
Altoona Office:  
130 OLDE FARM OFFICE RD  
DUNCANSVILLE, PA 16635  
Phone: 814.693.6200  
Fax: 814.693.6207

Bradford, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan,  
Tioga and Union counties  
Williamsport Office:

150 CHOATE CIR  
MONTOURSVILLE, PA 17754  
Phone: 570.433.3959  
Fax: 570.433.3967

Armstrong, Butler, Cameron, Clarion, Clearfield, Elk, Forest, Indiana and Jefferson counties  
Punxsutawney Office:  
305 SUTTON ST  
PUNXSUTAWNEY, PA 15767  
Phone: 814.938.0565  
Fax: 814.938.0571

Crawford, Erie, Lawrence, McKean, Mercer, Venango and Warren counties  
Erie Office:  
8349 PERRY HWY  
ERIE, PA 16509  
Phone: 814.217.0001  
Fax: 814.217.0004

Berks, Bucks, Lehigh, Montgomery, Northampton and Schuylkill counties  
Allentown Office:  
2936 AIRPORT RD  
BETHLEHEM, PA 18017  
Phone: 610.758.7500  
Fax: 610.758.7537

**MY MUNICIPALITY DOES/DOES NOT ALLOW THE SALE OF ALCOHOL. HOW DO I GET THAT CHANGED?**

The process is called “local option.” It’s the opportunity for residents of a particular municipality to vote whether or not to allow certain types of licenses to be issued within the municipality. According to Section 472 of the Pennsylvania Liquor Code, a local option referendum may be voted on during the primary election of an odd-numbered year. The issue may not be voted on more than once in four years.

In order to get the question(s) on a ballot, you must file a petition with your county Board of Elections. You may contact the PLCB Bureau of Licensing at 717.772.1729 or 717.346.3900 for more information.

\*\*\*The answers provided to these questions are meant to be general in nature. They are not meant to offer legal advice. Specific inquiries relative to the legality of a particular situation should be presented to the PLCB Office of Chief Counsel for specific analysis.

OFFICE OF CHIEF COUNSEL  
PENNSYLVANIA LIQUOR CONTROL BOARD

401 NORTHWEST OFFICE BLDG  
HARRISBURG, PA 17124-0001  
Telephone: 717.783.9454  
Fax: .717.787.8820  
email: ra-lblegal@pa.gov