

# **INFORMATION BOOKLET**



**pennsylvania**  
LIQUOR CONTROL BOARD

## **FOR RETAIL CLUB LICENSES**

**COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA LIQUOR CONTROL BOARD**



**pennsylvania**  
LIQUOR CONTROL BOARD

Applications, forms and changes are continually updated on our website at [www.lcb.state.pa.us](http://www.lcb.state.pa.us)

*Compiled by*  
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The information contained in this booklet has been prepared for the purpose of providing the licensee or prospective licensee with a general description of the requirements for the operation of a licensed business. It is not intended as a substitute for the official Acts of the Pennsylvania Legislature relating to the manufacture of and transactions in liquor, alcohol and malt or brewed beverages, or the regulations promulgated by the Board.

*Prepared by Bureau of Licensing  
Pennsylvania Liquor Control Board  
November 1, 1993*

*Revised October, 2012*

## **SECTION I**

### **GENERAL INFORMATION**

## FUNCTIONS

The Pennsylvania Liquor Control Board, Bureau of Licensing is responsible for the granting and issuance of all licenses and permits authorized to be issued by the Pennsylvania Liquor Code.

The Pennsylvania Liquor Control Board, Office of Chief Counsel is responsible for issuance of legal opinions regarding any subject matter of the Liquor Code or regulations.

The Pennsylvania State Police, Bureau of Liquor Control Enforcement is responsible for enforcing the Pennsylvania Liquor Code and any of the Board's regulations contained in Title 40, of the Pennsylvania Code.

The Office of the Administrative Law Judge, an autonomous office of the Board, is responsible for conducting and presiding at all citation and other enforcement hearings permitted under the Liquor Code for violations of the Pennsylvania Liquor Code and Title 40, Pennsylvania Code, by licensees.

## TYPES OF LICENSES

The Liquor Control Board grants various types of licenses which are classified under the general headings of "retail". The issuance of retail licenses is governed by Quota Laws which establish the ratio of licenses which may be issued per number of inhabitants for a particular political subdivision of the Commonwealth. Population figures from the Federal Decennial Census (or subsequent Special Census) are used to compute the retail quotas.

A **retail license** allows the sale of liquor, wine, and malt or brewed beverages for consumption on the licensed premises. Retail licenses are further distinguished by which alcoholic beverages may be sold with the license. A "retail liquor" license allows the sale of liquor, wine, and malt or brewed beverages; while a "retail dispenser" license allows the sale of malt or brewed beverages only.

The major types of retail club licenses granted by the Board and the alphabetical abbreviation used for these licenses are as follows:

### RETAIL LICENSES

#### **Retail Liquor**

Club Liquor (C)

Catering Club Liquor (CC)

Privately-Owned Private Golf

Course Club (PGC)

Privately-Owned Private Golf

Course Catering Club (GCC)

#### **Retail Dispenser (Beer Only)**

Club Retail Dispenser (O)

Information concerning any other types of licenses may be obtained by contacting the Bureau of Licensing, P.O. Box 8940, Harrisburg, Pennsylvania 17105-8940, or by email: ra-lblicensing@state.pa.us.

## **LOCAL OPTION ELECTIONS**

Every municipality may vote on whether to allow or prohibit the granting of retail liquor and retail dispenser licenses, within their municipal boundaries, by the Liquor Control Board. Each question must be submitted to the County Board of Elections on a petition signed by electors equal to at least 25% of the highest vote cast for any office in the municipality at the last preceding general election. A separate vote for a specific applicant may be held in a municipality that has otherwise prohibited the retail sale of alcoholic beverages to provide for that applicant to obtain a privately-owned private golf course club or catering club license. A separate vote on the question of the granting of club liquor or club retail dispenser license to "incorporated units of national veterans' organizations" may be held in a municipality that has otherwise prohibited the retail sale of alcoholic beverages.

The issue may be voted on during the primary election of an odd numbered year. By the same legal process any municipality which as voted either for ("wet") or against ("dry") the granting of retail liquor and/or retail dispenser licenses can, in the fourth year thereafter, vote on the same question. The issue may **not** be voted on more than once in four years, except on the issue to incorporated units of National Veterans' organizations, which may be voted upon every two years.

If a majority of electors vote to prohibit the granting of retail liquor and/or retail dispenser licenses in their municipality, the Liquor Board shall have no power to issue or renew any such licenses upon their expiration.

## **LIMITATION OF LICENSES**

The Liquor Code places limitations on the number and types of licenses which may be held by a licensee.

No club shall hold more than one license to cover the same establishment. A club cannot obtain any other type of retail license nor can a business corporation hold a club license.

## **PRIOR APPROVAL**

The Liquor Code provides for the filing and processing of applications for new licenses, for the transfer or for the extension of such licenses to other premises not then licensed, prior to the

alteration or construction of the premises proposed to be licensed. This provision may also apply to a transfer of an existing license to another club where the existing licensed premises is undergoing complete renovation.

Applications for prior approval should be indicated by marking the appropriate space on the application form. Floor plans showing the establishment, including placement of equipment for retail licenses, as it will be after the alteration or construction of the premises is completed must be submitted with the application. The floor plans are to depict room dimensions, room designations and are to be on 8½" x 11" paper. A separate floor plan is required for each floor used in conjunction with the licensed premises.

Applications for prior approval also require the submission of a site plan. The site plan is to depict the location of the proposed licensed premises in relation to identifiable property lines or easily identifiable landmarks or reference points with measurements to the property lines, landmarks, or reference points. Site plans shall be reproduced on 8½" x 11" paper format, and be clear and legible.

If the application is approved by the Board, six months are allowed from the date of approval for completion of the proposed plans. The license shall be held by the Board until the premises are completed according to the plans submitted and all statutory requirements are met. No such license shall be transferable while being held by the Board unless full compliance is impossible for reasons beyond the licensee's control.

## **SECTION II**

### **CLUB LICENSES**

## **QUOTA LAW**

The issuance of new retail licenses is governed by the Retail Quota Law which allows the issuance of one restaurant liquor or eating place retail dispenser license for each 3,000 inhabitants of a county. Hotels, airport restaurants, off-track wagering restaurants, and certain golf course facilities meeting the necessary requirements may be issued a license in excess of the quota.

Club licenses may be issued as long as a vacancy exists in the retail quota for that county, except club licenses may be issued to Incorporated Units of National Veterans Organizations regardless of quota.

## **PRIVILEGES AND RESTRICTIONS**

A retail liquor licensee is permitted to sell liquor, wine, and malt or brewed beverages by the glass, open bottle, other container, or mixed for consumption on the premises only.

### **Club Liquor (C, PGC)**

No club is permitted to make sales of any liquor, wine or malt or brewed beverages for consumption off the premises nor in any other place than for which the license was issued.

No club licensee (except a catering club licensee) nor its officers, directors, servants, agents, or employees shall sell alcoholic beverages to any person except members of the club.

Under no circumstances shall a club sell liquor, wine or malt or brewed beverages at any function which is open to the general public.

A club liquor license permits the purchase of spirits and wines from Pennsylvania Liquor Stores at discount, and malt or brewed beverages from distributors, importing distributors, and Pennsylvania breweries. Additionally, club liquor licensees may purchase wines directly from licensed Pennsylvania Limited Wineries. Purchases of alcoholic beverages from any other sources are prohibited.

A club liquor license permits the sale of alcoholic beverages by the glass, open bottle, other container or mixed, in that part of the club premises described in the club's application for license, and to bona fide members of the club in their private rooms on the club premises.

## **Club Retail Dispenser (O)**

A club retail dispenser license allows the purchase, possession and sale of malt and brewed beverages only, under the same conditions as set forth for club liquor licenses.

## **Catering Club (CC, GCC)**

The purchase and sale of liquor and malt or brewed beverages is permitted under the same conditions as set forth for club liquor licenses.

Catering club licenses may also furnish alcoholic beverages with food, prepared on the premises or brought onto the premises already prepared, for the accommodation of groups of non-members who are using the facilities of the club by prior arrangement. These arrangements must be made 24 hours in advance of the time of the function held by the non-member groups.

Sales of alcoholic beverages to the general public, except to the catered non-member groups mentioned above, are prohibited at all times.

## **QUALIFICATIONS OF PREMISES**

No retail license (including Catering Club, but not Club Liquor or Club Retail Dispenser) will be issued, renewed, or transferred by the Board for any premises unless a certificate from the proper State or Municipal authority is issued to the premises to show that the place to be licensed meets all the sanitary requirements of statute, ordinance or regulation.

The property for which any retail license is sought may not be owned by a manufacture of liquor or malt or brewed beverages, unless he owned the property prior to July 18, 1930 and in no event may it be owned by the holder of a distributor or importing distributor license.

## **Clubs (C, O, CC)**

The premises of a club license must be adequate to carry out the charter purposes, to accommodate the Club membership and meet reasonable sanitary requirements as required by law or regulations.

The club quarters may not have inside passage or communication with any other business conducted by other persons except as approved by the Board.

No licensed club shall maintain any barricaded entrance or doors on the licensed premises.

## **Privately-Owned Private Golf Course (PGC, GCC)**

A privately-owned private golf course club license may be issued for club facilities at any private golf course. The golf course must contain nine holes and a total length of at least 2,500 yards. The Board may issue such license in a municipality where by vote of the electors, the retail sale of liquor and malt or brewed beverages is prohibited ONLY after a local option election is favorably conducted for each applicant club.

## **QUALIFICATIONS OF CLUB APPLICANTS (C, O, CC, PGC, GCC)**

Club applicants must be reputable groups of individuals associated together, not for profit, for the legitimate purposes of mutual benefit, entertainment, fellowship, or lawful convenience, having some primary interest and activity to which the sale of alcoholic beverages shall be secondary.

If incorporated, clubs must have been in continuous existence and operation for at least one year or, if unincorporated, for at least ten years immediately preceding the date of application for license. All incorporated clubs applying for a license must hold charters of incorporation issued under the laws of this Commonwealth. An organization holding only a charter granted to it by an incorporated parent body does not meet the above requirements concerning an incorporated club.

The Board shall refuse to issue a license if it appears that the charter is not in the possession of the original incorporator or their direct or legitimate successors, or when it appears that the operation of the licensed business would inure to the benefit of individual members, officers, agents, or employees of the club, rather than to the benefit of the entire club membership.

All officers, directors, and manager or steward of a club must be persons of good repute.

The club must regularly occupy as owner or lessee a clubhouse or quarters for the use of its members.

The club shall hold regular meetings and conduct its business through regularly elected officers.

Clubs must maintain minutes in the English language of meetings showing that officers are regularly elected. The bylaws must show that these officers have been charged with the performance of certain duties.

Members must be admitted by written application, investigation, and ballot, and dues shall be charged and collected from members.

Investigation of proposed members shall be conducted by a person or committee named for that purpose. Election to membership in the licensed club shall be by a vote of the club members at a meeting or by a vote of the governing body of the club, i.e., trustees, directors, governors, etc. Specific dues shall be regularly charged and collected of all members, and records of such dues must be maintained in permanent form.

Employees of a club may only be paid on a salary basis and may not receive any percentage of the receipts from the operation of the club.

Membership in a licensed club may be of such classes or types as its articles or by-laws shall provide. However, all members, regardless of class or type, must be admitted to the club and pay dues in the manner previously set forth.

## **Food Concession**

If a club does not sell food it may permit a food concession to be operated on the club premises by a person who is not an officer or employee of the club. Such concessionaire shall not hire any person who is an officer or employee of the club or who is a licensee or an employee of any other licensee.

The concessionaire must buy, prepare, sell and collect for all food and receive all profits from its sale and he must also pay his own employees. Neither the concessionaire, nor any of his employees are permitted to handle or dispense any liquor or malt or brewed beverages. Club employees are not permitted to serve or collect for food. Separate checks for food and liquor or malt or brewed beverages must be presented to each member being served.

Records covering all operations of the concession shall be maintained by the concessionaire for a period of two years on the licensed premises. Such records shall show the cost of food, supported by invoices; receipts from sale of food, supported by cash register tape or guest checks; any rental paid for the privilege and equipment used; together with the name and address, social security number and salary paid to each employee; together with all other expenditures.

## **CLUB MANAGERS**

All licensees are required to appoint a manager for the operation of their establishment. Any change to the Board approved manager, steward, or responsible officer must be reported with the renewal or the validation, as applicable, to the Board by use of proper application.

Approval by the Board of a manager will not exempt the licensee from penalties provided by law for violations committed in the licensed establishment.

Club licensees must designate a steward, manager, or responsible officer(s) who may be paid on a salary basis and may not receive any percentage of the receipts from the operation of the club.

## **RESTRICTIVE LOCATIONS FOR CLUB LICENSES**

The Board may, at its discretion, grant or refuse an application for a new license, a place to place transfer of an existing license and an extension of an existing license if:

- the proposed premises are within 300 feet of any church, hospital, charitable institution, school, or public playground.
- the proposed premises are within 200 feet of any other premises licensed by the Board.
- the license would be detrimental to the welfare, health, peace, and morals of the inhabitants of the neighborhood within a 500 foot radius of the establishment.

Measurements shall be made or calculated in a straight line, regardless of any intervening land, water, buildings, or structures of any kind. Points of measurements for the aforementioned restrictive places shall be as follows:

- "proposed premises" shall mean the rooms designated in the application for license.
- "church, hospital, charitable institution, school, and public playground" shall mean the building and/or adjoining ground used in connection with such place.
- "any other premises licensed by the Board" shall mean that portion of such premises covered by the current license.
- "500 foot radius" shall mean that area within 500 feet of any point of the premises proposed to be licensed.

The Board shall refuse any application for a new license or the transfer of any license to a location where the sale of liquid fuels or oil is conducted.

### **CONNECTION OF LICENSED ESTABLISHMENT(S) WITH OTHER BUSINESS**

No licensed establishment shall have any inside connection with any residence other than the licensee’s or manager’s.

No **retail liquor** establishment shall have any inside connection with any other type of business conducted by the licensee or other persons, except with the approval of the Board.

### **FEES**

#### **License Fees**

License fees are required for “new” licenses and the annual renewal or validation of licenses issued by the Board. Regardless of when during the license term a “new” license is issued, the full license fee is required.

The license fee and renewal or validation fee for club licenses is:

Club Liquor (C, PGC) .....	\$150.00
Club Retail Dispenser (O).....	\$125.00

The fee for a catering club liquor license (CC, GCC) is the same as that for a retail liquor license in the same municipality. Catering club liquor license fees (except club liquor and club retail dispenser) are determined by the population of the municipality (as established by the last preceding decennial census) in which the establishment is located. The schedule of fees is:

<b>Population</b>	<b>Liquor License Fee</b>
Less than 1,500 .....	\$250.00
1,500-9,999.....	\$300.00
10,000-49,999.....	\$400.00
50,000-99,999.....	\$500.00
100,000-149,999.....	\$600.00
150,000-or more.....	\$700.00
Townships with a population of 1,500 to 11,999.....	\$300.00

The schedule of **retail dispenser** license fees is as follows:

<b>Population</b>	<b>Retail Dispenser License Fee</b>
Less than 10,000 .....	\$200.00
10,000- 49,999 .....	\$250.00
50,000- 99,999 .....	\$300.00
100,000- 149,999 .....	\$350.00
150,000- or more .....	\$400.00

### **Filing Fee**

A filing fee of \$700.00 is required with every application for new license; \$30.00 for renewal or validation of an existing license.

This filing fee is retained by the Commonwealth whether the application is approved, refused, or cancelled.

### **Transfer Fee**

A transfer fee is required with every application for transfer of an existing license: \$650.00 for club to club; \$550.00 for place to place; OR \$700.00 for both club to club and place to place.

The fee(s) paid in connection with transfers are retained by the Commonwealth whether the application is approved, refused, or cancelled.

### **EXTENDED HOURS FOOD PERMIT**

All patrons must vacate the licensed premises of club licensee, no later than one-half hour after legal alcoholic beverage service time expires (3:00 a.m.). A club licensee may, upon application and approval by the Board, serve food beyond this period until 7:00 a.m.

To apply, submit PLCB-1986, Application by Club Licensee for Extended Hours Food Permit with a \$50.00 permit fee. Permit may be issued for a period of **six days during the term of the license.**

### **HOURS OF SALE**

Retail licensees are permitted to sell alcoholic beverages only during hours allowed by law or they shall be subject to prosecution.

The Board may, with the approval of the Governor, temporarily close **all** licensed establishments within any municipality during any period of emergency proclaimed by the Governor.

**Club licensees** are permitted to sell alcoholic beverages between the hours of 7:00 a.m. and 3:00 a.m. every day of the week.

**Election Day Sales** of alcoholic beverages by club licensees are permitted.

## **SALES ON SUNDAY**

**Club Licensees** are permitted to sell alcoholic beverages between the hours of 7:00 a.m. and 3:00 a.m. of the following day.

## **WHOLESALE LIQUOR PURCHASE PERMIT CARD/ LICENSEE DISCOUNT CARD**

Club liquor licensees are issued a Wholesale Liquor Purchase Permit Card and a Licensee Discount Card which allow the purchase of liquor at discount from Pennsylvania Liquor Stores.

The Wholesale Liquor Purchase Permit Card is mailed with the actual license and must be deposited with a Pennsylvania Liquor Store of the licensee's choice, unless otherwise directed. The card may not be removed from the Liquor Store except upon written authority from the Board. Ask Store Manager for details.

When depositing the Wholesale Liquor Purchase Permit Card at a Liquor Store, the licensee or authorized officers of the licensee, must sign the card in ink in the space provided. Each licensee may authorize not more than four agents to make purchases at the Liquor Store. Only individuals regularly employed in the operation of the licensed business may be designated as agents.

The Discount Card is also mailed with the actual license. It is to be retained by the licensee and may be used to purchase at liquor stores other than the store at which you have deposited your Wholesale Liquor Purchase Permit Card. When making purchases, the card must be presented and the purchaser must provide identification.

Any liquor licensee who permits the club's Wholesale Purchase Permit Card or Licensee Discount Card to be used for the purchase of liquor for any use except the lawful conduct of the club's licensed business, will subject the license to suspension or revocation.

## **SANITATION CERTIFICATE**

All catering club liquor licensees, must possess and maintain a valid sanitation certificate issued by the proper municipality or from the proper State authority. The certificate indicates that the proper municipal or state authorities have found that the premises to be licensed meet all the sanitary requirements for a public eating place in the municipality where the establishment is located. The documentary evidence of such shall be displayed at all times on the licensed premises. Club liquor and club retail dispenser licensees are exempted from the requirements for sanitation certificates.

## **RECORDS**

All licensees shall keep on the licensed premises, complete and truthful records covering the operation of the licensed business. These records shall include the date and actual price of all liquor and malt or brewed beverages purchased, the name of the vendor of malt or brewed beverages and all Liquor Store receipts. Records covering the purchase and sale of food must be maintained separately from those of alcoholic beverages.

Records shall be available for inspection by authorized employees of the Board at any time during business hours.

**Club** licensees are required by Board regulation to maintain certain prescribed books of permanent record containing the following:

### **Membership Record**

A complete individual record shall be maintained for each member showing the date of application of the proposed member, the name of the sponsor, the date of admission after election and the date and amount of initiation fees and dues paid. This record shall be either on a ruled form or a card index, which shall carry at the top the name and address of the member and the serial number of the membership card issued. Dues for each month shall be totaled and posted to the proper column in the income account. When members are dropped or resign, their cards shall be removed from the active file and placed in the inactive file for two years.

## **Income Account**

A record in columnar form shall be posted currently showing all income separated into dues, income from malt or brewed beverages and liquor, income from food, and other items of income. This account shall be totaled each month and used when the bank account is reconciled by the Treasurer. The total entries under "Dues" should balance with the number of members active in the club.

## **Expenditures**

A record in columnar form shall be posted currently showing all expenditures separated into payments for malt or brewed beverages, liquor, food, payroll, entertainment, rent, heat, light, water, equipment, and details of all other expenditures. This record shall be balanced each month with the bank account and the Treasurer's records. Every expenditure shall be supported by delivery tickets, invoices, receipted bills, cancelled checks, petty cash vouchers or other sustaining data or memoranda.

## **Control Account**

A bank or cash account showing all income and expenditures must be maintained as control on the income and disbursements records. This account shall be balanced each month by the Treasurer and proper record made in the minutes of the Secretary.

## **Minute Book**

A minute book must be maintained of all regular and special meetings recorded currently by the Secretary. It shall show the names and dates of applicants for membership, the results of balloting and dates the members were admitted. The minute book shall record the financial reports of the Treasurer, all bills approved for payment, the reason therefor and the amounts involved. It shall record all parties, banquets, socials, etc., given the members free of charge and the costs involved. It shall show all elections and appointments of officers and committees and the term for which they are elected, together with all customary entries in a record of this nature.

## **Documents and Instruments**

The following documents and records must be maintained on the licensed premises at all times:

- \* Photostatic or certified copy of the charter, if incorporated.

- \* Copy of the Constitution.
- \* Copy of the By-Laws.
- \* All invoices and receipted bills covering purchases made by officers of the club for the benefit of the club.
- \* Prescribed books of record and membership lists.

All of these required records shall be maintained in the English language and be available for inspection by authorized employees of the Board or the PA State Police, Bureau of Liquor Control Enforcement at any time during business hours.

### **Catering Record (Catering Club Licensees Only)**

**Catering Club** licensees shall maintain a club record showing the date and time catering arrangements were made, the name of the persons or organization making the arrangements and the approximate number of persons to be accommodated.

## **METHODS OF OBTAINING A LICENSE**

To obtain a license to sell alcoholic beverages, whether for a “new” license or for the transfer of an existing license, an application must be filed with the Board on prescribed forms. Such application may be obtained from and submitted to the office in Harrisburg. They are available on our web site.

To apply for a new license, the following documents must be submitted:

- PLCB-3 - Application for Club Liquor or Retail Dispenser License.
- PLCB-1773 - Appendix Social Security Information.
- PLCB-1898 - Tax Certification Statement.
- PLCB-2018 - Criminal History Record Check.
- PLCB-6 - Membership Roll
- FEES - \$700.00 filing fee.  
                   \$125.00 for club retail dispenser OR  
                   \$150.00 for club liquor OR  
                   \$200.00 to \$700.00 depending on population for catering club liquor.  
                   \$10.00 per PLCB-2018.

- Photographs - One of the manager, steward or responsible officer(s)
  - One of the exterior of the premises showing the principal entrance.
  - One of the interior of the premises showing the main serving room.
  - Photographs shall have a matte finish.
- Floor Plans - One set, 8½" x 11" in size, showing room designations, entrances, exits, interior passages, and room dimensions. A separate floor plan is required for each floor, and must be clear and legible.

To apply for the transfer of an existing license, the preceding PLCB forms and photographs must be submitted in addition to the following:

- PLCB-21 - Application for transfer of license and permit.
- FEES - \$650.00 for club to club OR  
\$550.00 for place to place OR  
\$700.00 for both.  
\$10.00 per PLCB-2018.

Application forms submitted to the Board must be original documents. Photo copies are not acceptable, even though originally executed.

## Posting of Notice of Application

**All** Applicants for a "new" license **OR** for the transfer of a license, **OR** for the extension of an existing license, must post a "Notice of Application" in a **conspicuous place** on the outside of the premises or in a window plainly visible from the outside. In the case of a vacant lot, posting shall be on a post or stake of permanent material at the midpoint of the largest boundary fronting the public thoroughfare and not more than (10) feet from the sidewalk or roadway (in the absence of a sidewalk). The notice must remain posted from the date the application is filed for a minimum of 30 days until receipt of written notification of approval or refusal.

The applicant's name, address of the premises, signature, and date of posting must appear legibly on the form. An "Affidavit of Compliance" must be completed and submitted to the Board.

## **New Licenses**

Applications for new club liquor (C), catering club liquor (CC), privately-owned private golf course (PGC, GCC), and club retail dispenser (O) licenses are considered by the Board for the current license period. Applications filed on the basis of a quota vacancy are considered for a period of six months following said opening in the quota.

## **New Licenses**

Eleven license districts are in effect. New license expiration dates occur to include the staggering of the license expiration.

### **COUNTIES IN DISTRICT NO. 1**

Bedford	Clearfield	Huntingdon
Blair	Cumberland	Somerset
Cambria	Franklin	Union
Centre	Fulton	

EXPIRATION DATE JANUARY 31

### **COUNTIES IN DISTRICT NO. 2**

Adams	Lancaster	Perry
Dauphin	Lebanon	Snyder
Juniata	Mifflin	York

EXPIRATION DATE FEBRUARY 28

### **COUNTIES IN DISTRICT NO. 3**

Berks	Chester	Northumberland	Schuylkill
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EXPIRATION DATE MARCH 31

### **COUNTIES IN DISTRICT NO. 4**

Lehigh	Montgomery	Northampton
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EXPIRATION DATE APRIL 30

### **COUNTIES IN DISTRICT NO. 5**

Allegheny

EXPIRATION DATE MAY 31

### **COUNTIES IN DISTRICT NO. 6**

Armstrong	Fayette	Lawrence
Beaver	Greene	Washington
Butler	Indiana	Westmoreland

EXPIRATION DATE JUNE 30

### **COUNTIES IN DISTRICT NO. 7**

Cameron	Elk	McKean
Clarion	Erie	Mercer
Clinton	Forest	Venango
Crawford	Jefferson	Warren

EXPIRATION DATE JULY 31

### **COUNTIES IN DISTRICT NO. 8**

Carbon	Luzerne	Montour
Columbia	Lycoming	Sullivan

EXPIRATION DATE AUGUST 31

### **COUNTIES IN DISTRICT NO. 9**

Bradford	Pike	Tioga
Lackawanna	Potter	Wayne
Monroe	Susquehanna	Wyoming

EXPIRATION DATE SEPTEMBER 30

### **COUNTIES IN DISTRICT NO. 10**

Philadelphia

EXPIRATION DATE OCTOBER 31

### **COUNTIES IN DISTRICT NO. 11**

Bucks Delaware

EXPIRATION DATE NOVEMBER 30

Licenses in an even numbered district expire in an even year, while licenses in an odd numbered district expire in an odd year. Mid-term validation of the license is in the year following renewal.

## Transfer of License

Applications for transfer of liquor licenses and retail dispenser (beer) licenses from one club to another, from one place to another, or both, within the **same county** may be filed at any time. However, when filed within 30 days of the expiration of the license term, the transfer shall apply to the renewal license only, except in case of death of the licensee. The following schedule gives the last day for filing transfers of current licenses and the expiration date in each licensing district:

<b>District #</b>	<b>Final Filing Date</b>	<b>Expiration Date</b>
1	January 2	January 31
2	January 31	February 28
3	March 2	March 31
4	April 1	April 30
5	May 2	May 31
6	June 1	June 30
7	July 2	July 31
8	August 2	August 31
9	September 1	September 30
10	October 2	October 31
11	November 1	November 30

Application for the transfer of a license from one municipality to another municipality within the same county is permitted. However, the receiving municipality must not prohibit, by local option election, the issuance of the type of license being transferred.

When an inter-municipal transfer is to a municipality whose municipal quota is met or exceeded, approval by the governing body of the receiving municipality must be obtained, and must be rendered by ordinance or resolution. It must be submitted with the application. The municipal approval process must include at least one public hearing held by the municipal governing body for the purpose of receiving comments and recommendations of interested individuals residing within the municipality concerning the applicant's intent to acquire an inter-municipal transfer from the PLCB.

Once transferred, the license may not be transferred from the receiving municipality for five (5) years.

There shall be no change in ownership until the transfer has been completed and approved by the Board. Approval cannot be given without tax clearance as required by Section 477 of the Liquor Code. The original licensee must remain on the premises in full control of the business.

## **SECTION III**

### **THE APPLICATION PROCESS**

## PROCESSING THE APPLICATION

The time required to process applications varies according to each application submitted. In order to avoid any unnecessary delay, all correspondence from the Bureau of Licensing regarding the application should be answered promptly.

Information contained in this booklet should aid you in the completion of the application items. Upon receipt of the application for license by the Bureau of Licensing in Harrisburg's Central Office, the complete application packet is examined for proper and complete execution. The complete application packet includes only those items described on the preceding pages. Do not submit any additional items (i.e., leases, agreements) unless specifically requested to do so by the Bureau of Licensing.

### Regional Office Investigation

An investigation of every applicant and establishment to be licensed is conducted by one of the Board's Licensing Investigation Regional Offices. A report of this investigation is forwarded to the Bureau of Licensing to determine if additional information is necessary, if a hearing must be held, or if the application may be approved.

**The investigation will require the review by the officer of some or all of the following documents. Do not forward these items to the Harrisburg Office.**

Certificate and Articles of Incorporation

If foreign corporation, date of issuance of authority to do business in Pennsylvania

Minute book

Cash income and disbursements records

Bank accounts and cancelled checks

Health license (catering club only)

Lease or Bill of agreement or sale regarding license and business

Demand or judgment notes

Affidavits from individual lenders

Affidavits from applicants regarding source of funds used from savings, sale of real or personal property, etc.

Documentary evidence regarding original source of all funds used in purchasing the license and licensed business, i.e., original source of any money placed in a savings account

Escrow statement from attorney or financial institution

Individual Financial Disclosure Affidavit (Board Form PLCB-1842). This form must be used to report all financial arrangements related to the purchase of the license and business and all items incidental thereto including but not limited to inventory, the lease or purchase of equipment and real estate; and, construction or renovation costs

Membership records, copy of by-laws, Photostatic or certified copy of Charter, Copy of constitution, Payroll record, and Financial records including cash income, cash expenditures, delivery tickets, invoices, receipted bills, cancelled checks, petty cash vouchers, other sustaining data (for club only)

All other pertinent records

All copies of documents provided must be properly signed and dated.

## **Hearings**

Frequently, license applications must be scheduled for a public hearing. The hearing provides an opportunity for the applicant and protestants, if any, to state their viewpoints before a Hearing Examiner.

All parties deemed valid are notified by letter of the date, time, and place of the hearing.

The examiner, after weighing all evidence, prepares a written report which is forwarded to Harrisburg for review and presentation to the Board for final action.

## **Appeals**

Upon notification of the Board's decision to approve or refuse an application, an appeal from this decision may be filed to the Court of Common Pleas of the county in which the proposed premises is located.

## **Approval Letter**

Upon approval of an application for license, a letter outlining the conditions of the approval is issued. Compliance is required within 30 days. One condition of the letter is the new licensee complete and submit to the Board a certification of completion that the financial arrangements were completed as reported or modified.

## **Transferring Liquor and Malt or Brewed Beverages with the License**

Liquor purchased from a Pennsylvania Liquor Store by a licensee for use in his licensed business, which is in his possession at the time of a person to person transfer of the license, may be sold to the purchaser of his license. Such liquor may be sold only to the transferee or to the Board in accordance with its regulations.

Malt or brewed beverages held by a retail or wholesale licensee may be sold to the purchaser of his license or to the distributor, importing distributor, or brewery from whom it was originally purchased.

## **LICENSEE RESPONSIBILITY**

As a license holder with the Pennsylvania Liquor Control Board, certain procedures must be followed to continue the licensed business. Any changes to the type of operation or physical layout of the premises requires the Board's approval; to do otherwise may subject you to citation or revocation proceedings. Each year the license must be renewed or validated. If, during the license period, a change is made to the way the license is issued (i.e., address of the licensed premises) or to the officers of the club, the Bureau of Licensing must be notified.

An Information Center operates at the Central Office, and is staffed to provide service and assistance to you, the licensee. Contact the Center by calling (717) 783-8250.

## **SAFEKEEPING**

Any licensee, whose licensed establishment, for any reason whatsoever, is not in operation for a period of fifteen consecutive days, must return the license and wholesale liquor purchase permit cards (if applicable) to the Board not later than the expiration of the fifteenth day. The license must be accompanied by a letter from the licensee stating the reason the license is to be placed in safekeeping along with the name and address of the person

(and their relationship to the licensee) to whom correspondence is to be directed while the premise is closed. The license shall be held in "safekeeping" for the licensee and available for the club's use when business operations are resumed at the licensed premises or until the license is transferred.

A license surrendered for "safekeeping" to the Board shall be held for a period not exceeding one year from the date of surrender except when in the Board's opinion circumstances beyond the licensee's control prevent reactivation. However, the total time period for a **club** license is **two years** from the date of surrender and upon expiration of this two-year period the **club** license shall be revoked.

In order to have a license reissued from safekeeping, the licensee must request reissuance in accordance with Board procedure by filing Return of License from Safekeeping Application and the appropriate fee.

## **DISHONORED CHECKS**

When checks issued by liquor licensees in payment of liquor purchased at Pennsylvania Liquor Stores, are returned to the Board as dishonored, the maker of such check will be required to pay, in addition to all protest fees, a fee of \$5.00 per \$100.00. Failure to pay the amount of the check in full, together with the protest and other fees within ten days after demand has been made will be cause for revocation or suspension of the license and the cancellation of the wholesale purchase permit card.

When checks issued by licensees in payment of filing and/or license fees are returned to the Board as dishonored, the maker of such check will be required to pay, in addition to all protest fees, a fee of \$5.00 per \$100.00. Late filing penalties may also apply. Failure to pay the amount of the check in full, together with the protest and other fees within ten days after demand has been made **will immediately invalidate the license**. The license will remain invalid until payment and all charges are received by the Board.

## **UNLAWFUL ACTIVITIES**

A publication, PLCB-2036, is available from this agency. The publication is a source of the legal restrictions within which licensees must operate.

## **PLCB OFFICES**

Requests for additional information, or for application forms, should be directed to the Central Office located at:

Pennsylvania Liquor Control Board  
Bureau of Licensing  
Northwest Office Building  
910 Capital Street  
Harrisburg, Pennsylvania 17124  
(717) 783-8250  
FAX: (717) 772-2165 or (717) 783-6614

For the convenience of the hearing impaired, we offer Telecommunications Device For the Deaf (TDD) weekdays 7:30 a.m. to 4:00 p.m. (717) 772-3725.

Website address: <http://www.lcb.state.pa.us>—This website has many licensing forms available to download.

E-mail address: [ra-lbLicensing@state.pa.us](mailto:ra-lbLicensing@state.pa.us)  
[ra-lbLegal@state.pa.us](mailto:ra-lbLegal@state.pa.us)

Applications may be submitted to the Central Office or to Regional Offices, as follows:

Central Regional Office  
990 Briarsdale Rd., Unit A  
Harrisburg, PA 17109-5905  
(717) 561-3741  
FAX: (717) 561-3740

Eastern Regional Office  
Meetinghouse Business Center  
140 W. Germantown Pike, Suite 100  
Plymouth Meeting, PA 19462-1421  
(610) 940-1200  
FAX: (610) 940-1211

Western Regional Office  
158 Purity Road  
Suite C  
Pittsburgh, PA 15235  
(412) 723-0100  
FAX: (412) 723-0107

