



PUEBLO COUNTY

C O L O R A D O

Planning and Development Department
Liquor and Marijuana Licensing

PUEBLO COUNTY LIQUOR LICENSING BULLETIN 22-02

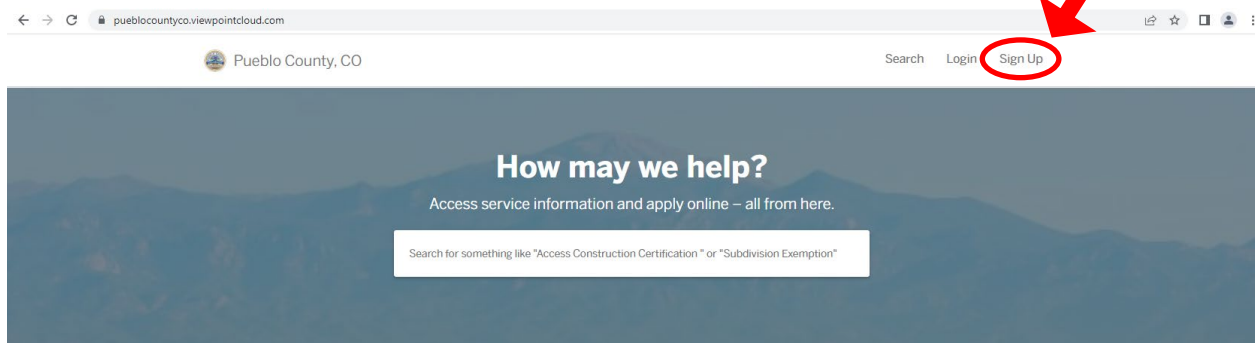
REFERENCE: Online portal for all liquor license applications

DATE: December 28, 2022

The Pueblo County Liquor and Marijuana Licensing Division is pleased to announce the launch of our online portal for liquor license applications. All liquor licensees and potential licensees are now free to submit all types of Pueblo County Liquor License Applications through the county's online portal at this link:

<https://pueblocountyco.viewpointcloud.com>

Upon your initial visit you will need to Sign Up to use the portal.

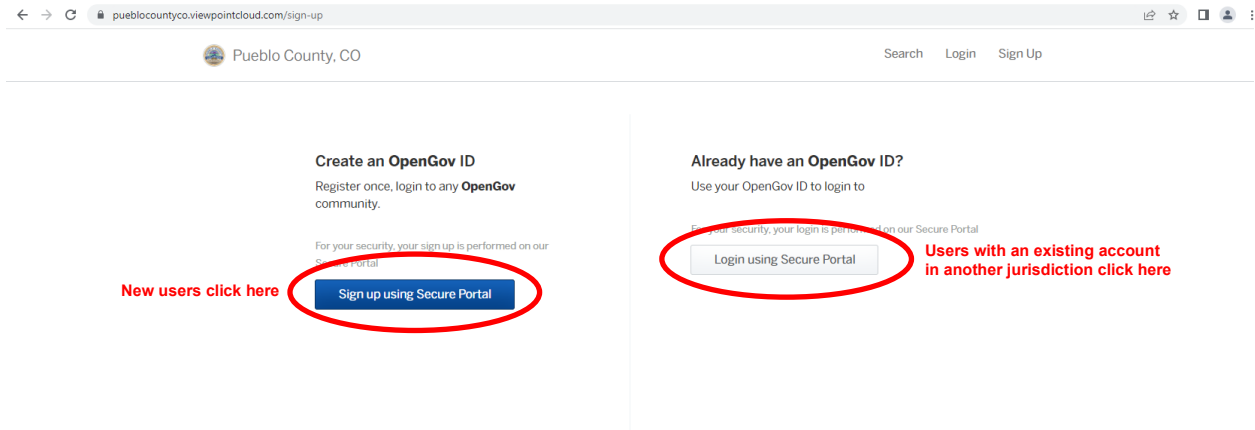


Discover Online Services

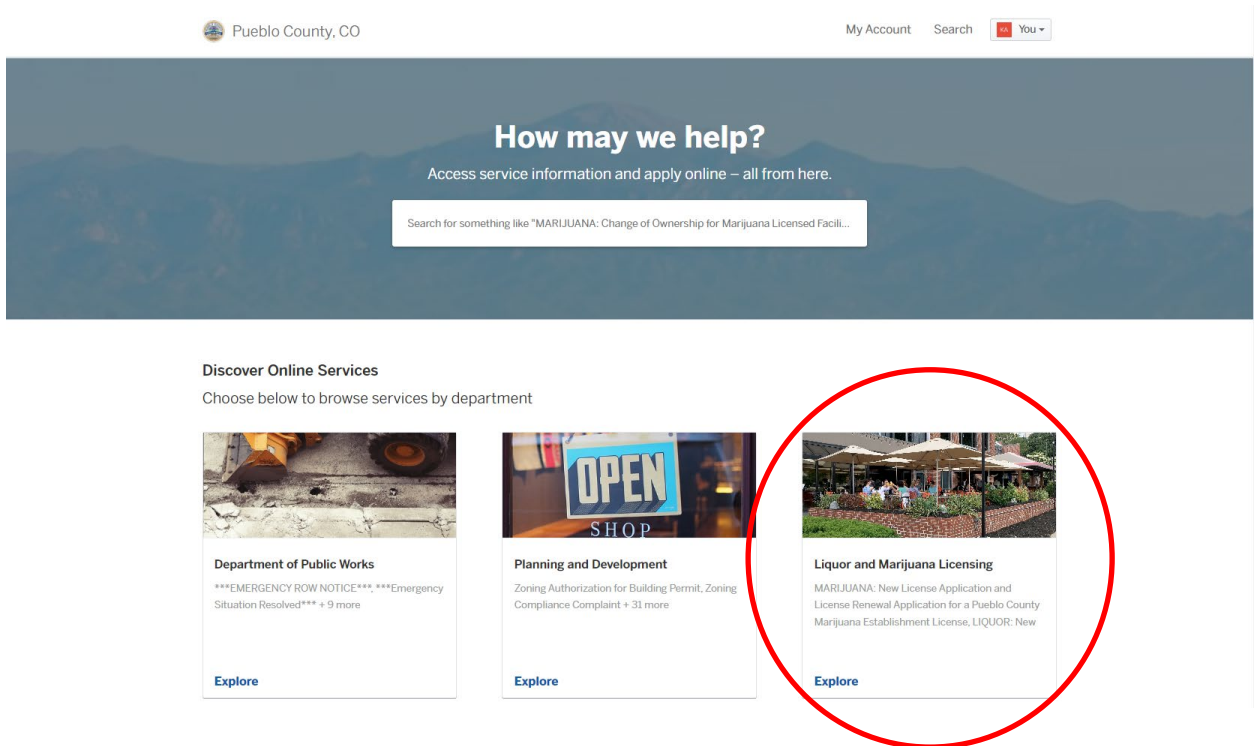
Choose below to browse services by department



After clicking on Sign Up you will have the option to Sign up using Secure Portal or Login using Secure Portal. All new County users will need to Sign up. Users with an existing OpenGov account in another jurisdiction may choose the Login option.



Once you have signed up you may begin using the online portal. To complete and submit a liquor license application click on the Liquor and Marijuana Licensing section.



Liquor licensees have three options:

All applications will be under:

LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses

Click here to apply for a new liquor license, or renew an existing liquor license, or change the location of a liquor license, or transfer ownership of a liquor license.

Select

Tasting Permits and Special Event Permits have separate links:

LIQUOR: Tasting Permit

Click here to apply for a Tasting Permit in association with a Retail Store Liquor License. If approved, you will receive one permit per month requested.

Select

LIQUOR: Special Event Permit Application

Click here to apply for a Special Event Permit. Special Event Permits allow non-profits to serve alcoholic beverages at fundraising events.

Select

No matter which option you choose the next screen will give you the option to Apply Online.

The screenshot shows the top navigation bar of the Pueblo County, CO website. The logo and name 'Pueblo County, CO' are on the left. On the right, there are links for 'My Account', a search bar, and a user profile icon labeled 'You'. Below the navigation bar, the breadcrumb trail reads 'Liquor and Marijuana Licensing / LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses'. A blue button labeled 'Apply Online' is prominently displayed and circled in red. A red arrow points to the button from above. Below the button, the main heading is 'LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses'. The text below explains that new liquor applications must be acquired through the State Liquor Enforcement Division website and that local applications will not be accepted until state applications and fees are submitted to the Colorado Department of Revenue.

Once you have selected Apply Online you will begin the application process.

Step 1: Enter your contact information. The County will use this information to contact your business about any issues with the application or application process.

Step 2: Enter your business's location. You may search by address or parcel number.

Step 3: Choose what type of application you wish to submit (New License, Renewal, Transfer of Ownership, or Change of Location) and enter information regarding your business. Please be sure to enter the business's information and not the applicant's personal information on this screen.

Step 4: Answer whether the business is a corporation (Inc.) or limited liability company (LLC). Note: corporations and limited liability companies will need to provide the name of the company that holds the license.

Step 5 and 6: Upload attachments. Based on your responses, the system will decide what documentation is necessary to complete your application.

Once your application is submitted you will receive notice of the necessary fees. Fees may now be submitted online using credit card or e-check through the OpenGov Portal. Fees may also be paid in office with a cashier's check or money order. Please note that the county still cannot accept cash or personal/business checks (except e-check).

Once the Application is submitted and the fees paid staff will review for completeness. Once the application is approved as complete you will receive an acceptance letter as usual.

New license and change of location applicants will receive their neighborhood map.

Transfer of license applicants will receive their temporary permit (if requested).

A hearing on application in front of the Liquor and Marijuana Licensing Board or Hearing Officer (whichever is appropriate) will be scheduled and the applicant will receive notice.

Applicants will no longer need to provide a completed routing sheet for the Health Department or the Regional Building Department.

A Fire Department Routing Sheet will still be required from your local fire authority. A link to this form can be found on the county website as well as in the OpenGov Portal.

Once the Liquor and Marijuana Licensing Board approves the application the license will be prepared and an onsite inspection will be scheduled (except for renewals). The liquor license will be provided at the time of inspection provided the business passes. If an inspection is not necessary, license will be sent in the mail.

IMPORTANT: During this transition to the online portal County staff will be entering paper applications into the OpenGov system. Even if you submit a paper application you will receive notices about the status of your application and/or actions you need to take from OpenGov in your email. If you have any questions about these communications or you are unsure of what to do next, please contact our office.

This is an entirely new process for everyone involved and we do anticipate some minor issues along the way. The Liquor and Marijuana Licensing Division appreciates our licensee's patience. We do request that you reach out to our office directly with any issues you have using the online portal.

Please contact Tawnya Stringer or Kyle Aber with any questions, comments, or concerns.

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