

ALCOHOL BEVERAGE LICENSE

SURRENDER

Surrendering a liquor license involves voluntarily relinquishing the rights and privileges associated with operating under such a license.

Reasons for License Surrender

- Business closure or change in business operations.
- Sale or transfer of business ownership.
- Voluntary decision by the license holder to cease selling alcoholic beverages.

Surrendering a Liquor License

- Contact the city clerk's office to notify of intent to surrender the license.
- Complete "License Surrender" form indicating the date of the surrender and if the license will be surrendered outright or conditionally.
- Officially submit the surrender form and license to city clerk staff.
- *If the license is being surrendered conditionally due to a sale or transfer of business ownership, the new applicant must be granted a new license in order to operate.

We urge all parties involved in such transitions to carefully follow these guidelines to ensure a smooth and lawful surrender / transfer of the liquor license.