

# How to Apply for a Temporary Liquor Permit

## Why Submit online When the Paper Application is Still Required

Since Fiscal Year 2009 the number of temporary liquor permits have grown 48%. In order to provide the quality review process that ensures those qualified organizations receive their permits in a timely manner we now require all temporary liquor permits to be submitted online while still requiring that your local officials still approve your event and the permittee. In return we promise that;

- We will handle applications swiftly
- We will expedite delivery by emailing permits
- The fastest way to get a temporary liquor permit will not require you to come to the Hartford office.

## General Instructions:

1. Print and complete the [application](http://www.ct.gov/dcp/lib/dcp/New_Application_-_TEMPORARY_PERMITS.pdf) (located at [http://www.ct.gov/dcp/lib/dcp/New\\_Application\\_-\\_TEMPORARY\\_PERMITS.pdf](http://www.ct.gov/dcp/lib/dcp/New_Application_-_TEMPORARY_PERMITS.pdf))  
**The Paper App is required because signatures from town officials and Law Enforcement members approving your application is required.**
2. Create an 8 1/2" x 11" sketch of the event area that includes.
  - Where alcoholic beverages will be dispensed
  - The manner by which service to minors will be controlled
3. Gather additional Required Documentation:
  - For any Permittee who has been convicted of a felony include a statement that includes the date of the conviction(s), the court(s) where the case(s) were disposed of and a description of the circumstances involved.
  - For any charity that does not have a Federal Tax Identification Number include a copy of the tax identification letter.
4. Bring all the above to city/town hall in the city/town the event is being held and get signatures of the:
  - City/Town Hall Clerk Certifying that the event complies with town ordinances.
  - The Fire Marshal Certifying that the event complies with the local fire code (only required if the event is held, partially or in full, indoors or in a tent
  - The City/Town Zoning Official Indicating that the sale of alcohol is allowed at that location.
  - The Principal Police Authority Indicating their approval of the event.
5. Bring all the above to Police Authority in the city/town where the Permittee resides (this may be the same police authority in the prior step). This authority indicates the suitability of the Permittee
6. Scan all the completed documents identified above and have them available on the computer used to submit your application (Need help? See **How and where to scan documents**)
7. Go to eLicense (<https://elicense.ct.gov/>)
8. Sign in or register for a new account (see the **How you sign into or create an account matters for this permit!** section that follows)
9. Select "New Application" from the activity menu. Select "Liquor Control" to expand the menu of options. Select the type of temporary permits from this list (an explanation of the 5 types of temporary permits follow).
10. Complete the application online
11. Pay via credit card online

If no problems are found, you will be notified via email of your approval. Your notification will include your Liquor Permit. Bring the Liquor Permit to the town/city hall in the town/city that the event is being held to that they may record the permit.

**The State of Connecticut offers five different types of temporary liquor permits**

Permit Type (Designation)	Qualifications
TEMPORARY SPECIAL CLUB LIQUOR (LSP)	<p>Permit referred to in Connecticut General Statutes, Section 30-25:</p> <ul style="list-style-type: none"> <li>• Must currently hold a “Club” or “Golf Country Club” liquor permit</li> <li>• This temporary permit allows the sale of all types of alcoholic beverages</li> <li>• Only for use at an outdoor picnic</li> <li>• A maximum of four (4) such permits may be issued in any calendar year</li> <li>• The fee for a special club permit shall be fifty dollars (\$50) per day</li> </ul>
TEMPORARY CHARITABLE ORGANIZATION LIQUOR (LCO)	<p>This permit is referred to in Connecticut General Statutes, Section 30 - 37b (as amended by Public Act 14 -111</p> <ul style="list-style-type: none"> <li>• Must be classified as a “charitable organization” by the IRS in accordance with Section 501(c)(3) of Federal regulations</li> <li>• This temporary permit allows the sale of all types of alcoholic beverages</li> <li>• Alcoholic beverages must be consumed on the premises that is owned or leased by the charitable organization</li> <li>• Such permit shall be issued subject to the hours of sale in section 30-91 and the combined total of days for which such permit shall be issued shall not exceed twelve (12) days in any calendar year</li> <li>• The dates for which such permit is issued shall be displayed on such permit</li> <li>• The fee for a charitable organization permit shall be fifty dollars (\$50) per event</li> </ul>
TEMPORARY NON PROFIT CORPORATION LIQUOR (LNC)	<p>This permit is referred to in Connecticut General Statutes, Section 30-37h (as amended by Public Act 14-111)</p> <ul style="list-style-type: none"> <li>• A nonprofit corporation permit shall allow the retail sale of wine at auction, provided the auction is held as part of a fund-raising event to benefit the tax-exempt activities of the nonprofit corporation. Each permit shall allow the sale of wine at a maximum of twelve (12) such auctions in any calendar year, except as provided in section 30-37d. The fee for a nonprofit corporation permit shall be twenty-five dollars (\$25)</li> </ul>
TEMPORARY LIQUOR (LTA)  -Or-  TEMPORARY BEER (LTB)	<p>Permits referred to in Connecticut General Statutes, Section 30-35 (as amended by Public Act 14-111)</p> <ul style="list-style-type: none"> <li>• May apply for a temporary permit for either the sale of all types of alcoholic beverages or for the sale of beer only</li> <li>• All profits from the sale of alcoholic beverages must be retained by the noncommercial organization</li> <li>• A temporary beer permit shall allow the sale of beer and a temporary liquor permit shall allow the sale of alcoholic liquor at any outing, picnic or social gathering conducted by a bona fide noncommercial organization, which organization shall be the backer of the permittee</li> </ul>

	<p>under such permit. The profits from the sale of such beer or alcoholic liquor shall be retained by the organization conducting such outing, picnic or social gathering and no portion of such profits shall be paid, directly or indirectly, to any individual or other corporation. Such permit shall be issued subject to the approval of the Department of Consumer Protection and shall be effective only for specified dates and times limited by the department. The combined total of outings, picnics or social gatherings, for which a temporary beer permit or temporary liquor permit is issued, shall not exceed (12) twelve in any calendar year and the approved dates and times for each such outing, picnic or social gathering shall be displayed on such permit. The fee for a temporary beer permit shall be thirty dollars (\$30) per day and for a temporary liquor permit shall be fifty dollars (\$50) per day.</p>
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**How you sign into or create an account matters for this permit!**

Please read this instructions so that you do not accidentally overlay your account information.

Use Accounts previously used for a temporary liquor permit issued to the same sponsoring organization  
OR

Create a new account intended solely for the application for temporary permits for this organization.

Do not use accounts that have other types of permits, licenses, or registrations

For example: If your club is applying for a permit for a picnic, do not use your club account for this permit. Create a new account for the temporary permit. Critical information for your club permit could be overlaid if you reuse that account!

When creating a new account for temporary permits for this organization follow these rules:

- Choose the individual rather than organization as the contact type
- The name you should use is the name of the permittee - there will be a spot on the application to indicate the sponsoring organization
- Enter the public address of the sponsoring organization as the public address
- Enter any mailing address you choose (or chose the same address option)

If you have an existing account used for prior temporary applications (if you have been issued a temporary application in the past) and have questions about how to access that account, please send an email to [dcp.online@ct.gov](mailto:dcp.online@ct.gov). In this email you should include information that will help us identify that account such as the email used, prior permittee, sponsoring organization and the prior permit number (if known). You can look up prior license numbers [here](#).