



# Alcoholic Beverage/Gambling Operator Short Form



## Checklists and Instructions

**Transfer of Location for On Premise (ONP) / Gambling Operator (GOA) / Wholesaler & Distributor (WSL) / Brewery (DBR) / Winery (DWR) / Distillery (DSM)** The documents listed below verify the licensee has possessory interest in the building where the business is operated. The need for these documents will depend on whether you own or lease the new location.

**\$200 Processing Fee** *The fee applies to alcoholic beverage licenses only. These transactions require Department of Revenue to publish a notice in the local newspaper.*

Copies of mortgage loan documents (if a purchase) OR new lease agreement.

[Certified Survey Affidavit](#) (On-Premises (ONP) licenses only).

Floor plan (including business name, alcoholic beverage license number, physical address, outer dimensions, seating, service bar, alcoholic beverage storage, etc.). Please do not send the original blue prints, only a copy of the floor plan (8 1/2 x 11, one page).

Updated TTB Notice/Permit (WSL/DBR/DWR/DSM)

**Note:** The Gambling Control or Alcoholic Beverage Control Division may require the applicant to send additional documents or information. This application and the documents and information provided will be reviewed under an amended license process and final approval will correspond with those procedures. If you have any questions, contact the Gambling Control Division at (406) 444-1971.

**Mail application, required documents listed above, and fees to:**

Gambling Control Division  
PO Box 201424  
Helena, MT 59620

**\*If Wholesaler & Distributor (WSL), Brewery (DBR), Distillery (DSM) mail application, required documents listed above, and fees to**

Montana Department of Revenue  
PO Box 1712  
Helena, MT 59624-1712