



**PROCEDURE FOR TEMPORARY PERMIT PENDING  
TRANSFER OF OWNERSHIP  
LIQUOR OR 3.2 BEER LICENSED BUSINESS**

This procedure is designed to assist you in complying with the City of Centennial licensing requirements. If you have any questions during the application period, please call the License Clerk, City of Centennial, 303-754-3371. You may obtain application forms and information from the License Clerk.

**Once a Transfer Application has been submitted you have the option to apply for a Temporary Permit. The Temporary Permit will allow you to purchase and sell alcohol in your business until your licenses are issued. The Temporary Permit is good for 120 days and can be extended an additional 60 days if deemed necessary.**

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To qualify for a Temporary Permit Application you will have to submit the following mandatory Items or Documents:

1. Fee to the City of Centennial for \$100 (non-refundable). This fee can be added into the application fee when you apply for your Transfer Application.
2. Closing Documents are required to apply for a temporary permit. No exceptions will be made, please contact the licensing clerk for questions. 303-754-3371 or [ccooney@centennialco.gov](mailto:ccooney@centennialco.gov)
3. Temporary Permit Application & Affidavit which can be found under Transfers of Ownership Application. Please keep in mind that this is a 2 page document and both pages must be submitted to the licensing clerk. The previous owner must complete and sign off on the application.  
\*\*\*Although not a requirement of the temporary permit please keep in mind the Transfer Affidavit and Wholesaler Affidavit must be completed by the previous owner. It is recommended to have the previous owner fill out all of these documents at once. The Transfer Affidavit and Wholesaler Affidavit are required to file a Transfer of Ownership.
4. All owners/principal parties must submit the Criminal History affidavits with their fingerprint cards.

Once the necessary documents have been filed with the City, the clerk has 5 days to issue the temporary permit.

The temporary permit will need to be hung on the licensed premise for the public to see. Once your permanent licenses are issued you may disregard the temporary.