

**LIQUOR COMMISSION  
CITY AND COUNTY OF HONOLULU**

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249  
PHONE (808) 768-7300 • FAX (808) 768-7311  
INTERNET ADDRESS: [www.honolulu.gov/liq](http://www.honolulu.gov/liq)

**OUTSIDE WAREHOUSE PERMIT  
CHECKLIST AND STATEMENT OF UNDERSTANDING**

**Note: It is prohibited to share the warehouse with other licensees.**

The following items must be submitted with the application (form# LIQ-LIC-120):

- Floor plan drawn to architectural scale** showing liquor storage area outlined in “red”.
- Copy of the lease** and/or document of authorization with Terms and Conditions from the landlord approving the use of the warehouse.
- Completed and signed **Approval for Use of Outside Warehouse** (form# LIQ-LIC-121).
- Approved **Request for Zoning Clearance** (form# LIQ-LIC-122).

**STATEMENT OF UNDERSTANDING**

Pursuant to the Rules of the Liquor Commission, §3-82-42.1, Warehousing, I understand and agree to the following:

- a) Warehouse space used for the storage of liquor shall be completely enclosed and separated from other merchandise.
- b) The joint use of an outside warehouse space by more than one licensee at the same time is prohibited.
- c) Invoices for all liquor received at the warehouse and a record of all liquor removed from the warehouse shall be kept within the warehouse. All such records shall be kept for not less than three (3) years.
- d) No liquor shall be distributed or sold from the outside warehouse. This restriction shall not apply to the delivery of liquor from the outside warehouse or a wholesale licensee. Liquor imported into the State of Hawaii, City and County of Honolulu may rest at an outside warehouse by being unloaded into such warehouse.

\_\_\_\_\_  
SIGNATURE Licensee (Owner)/Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT NAME Licensee (Owner)/Authorized Agent

\_\_\_\_\_  
Title

Application No. \_\_\_\_\_