

**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

**REQUEST FOR APPROVAL OF
EXTENSION/DELETIONS OF LICENSED PREMISES**

Rule 3-83-62

Complete this form to request approval for temporary/permanent extension or deletion of existing licensed premises and provide the required attachments as requested below.

Check One:

Temporary Extension Temporary Deletion Permanent Extension Permanent Deletion

Licensee Information

Liquor License No.: _____

Licensee Name: _____ Trade Name (DBA) _____

Licensed Premises Address: _____

Licensee (Owner) Name: _____

Phone: _____ Fax: _____ Email: _____

Reason for Extension or Deletion of Licensed Premises: _____

PERMANENT EXTENSION - Required documents to be provided with request

- Current Floor Plan drawn to scale, outline in "red" the licensed area
- New Proposed Floor Plan showing renovations drawn to scale, outline in "red" the licensed area.
- Reduced 8-1/2"x11" copies of both floor plans
- Landlord Authorization for Extension of Premises, form# LIQ-LIC-128
- Zoning Clearance
- If the proposed permanent extension is equal to or greater than 50% of the current licensed area, Notification to the Chairman of the respective Neighborhood Board is required. Provide original certified mail receipt postcard.

TEMPORARY EXTENSION - Required documents to be provided with request

- Floor Plan with the dimensions of the current licensed premise in "black" and the limits of the proposed temporary extension outlined in "red".
- Landlord Authorization for Extension of Licenses Premises, form# LIQ-LIC-128.

SIGNATURE Licensee (Owner)/Authorized Agent

DATE

PRINT Licensee (Owner)/Authorized Agent

TITLE

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OFFICE USE:

LICENSING Approval: _____ Date: _____

ADMIN Approval / Referred: _____ Date: _____

LCIS ENTRY DATE: _____ HLC STAFF Initial: _____