**LIQUOR COMMISSION**  
**CITY AND COUNTY OF HONOLULU**  
711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249  
PHONE (808) 768-7300 • EMAIL liq-licensing@honolulu.gov  
INTERNET ADDRESS: www.honolulu.gov/liq

**Special Licenses by For Profit Organizations**  
**CHECKLIST**

Up to three (3) event days per application.  
Application(s) must be submitted a minimum of six (6) weeks prior to the event.

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<th><strong>SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:</strong></th>
<th><strong>Form Number</strong></th>
<th><strong>HLC Initial</strong></th>
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| □ Amount Due by Category: General: $90.00 per day Beer & Wine: $60.00 per day Beer: $45.00 per day  
We accept Cash, Cashier’s Check or Money Order, Licensee/Attorney Business Check payable to: *City & County of Honolulu,* or Discover/MasterCard/VISA (plus an applicable service fee). | LIQ-LIC-106 |  |
| □ Notification of Authorized Agent (if applicable) | LIQ-LIC-101 |  |
| □ Completed and Notarized Liquor License Application | LIQ-LIC-103 | LIQ-LIC-104 |
| □ Corporation or Club: Articles of Incorporation or Partnership: Partnership Agreement or LLC: Articles of Organization AND Operating Agreement | LIQ-LIC-104 |  |
| □ Supplemental Information for Special Liquor License Application | LIQ-LIC-143 |  |
| □ Certificate of Good Standing (not over 60 days old) for Corporation/Partnership/LLC.  
Request online using the following DCCA website: http://cca.hawaii.gov/breg/ |  |  |
| □ Certificate of Trade Name (T-1) or Assignment of Trade Name (T-4)  
Perform an internet search for T-1 or T-4 form (If dba/trade name is not a Corporate or LLC Name) | Form T-1 or Form T-4 |  |
| □ Personal History & Affidavit  
Required for all Officers, Directors, 25%+ Stockholders, Member(s) of Member-Managed LLC, Manager(s) & Member(s) of Manager-Managed LLC, Partners | LIQ-LIC-129 |  |
| □ Criminal History Record Clearance (Fingerprinting)  
Required for all Officers, Directors, 25%+ Stockholders, Member(s) of Member-Managed LLC, Manager(s) & Member(s) of Manager-Managed LLC, Partners  
Review instructions for submitting a Fingerprint Card.  
Payment is required at or prior to fingerprint appointment. | LIQ-LIC-132 | LIQ-LIC-147 |
| □ Temporary Reduction of Licensed Premises – required only if an event is held at an establishment (e.g. Hotel, Golf Course, Club, Restaurant) that has an active liquor license.  
Form to be completed by the liquor license holder. | LIQ-LIC-158 |  |
| □ Drawing of Floor Plan with Dimensions and location of bar(s), restrooms, dance floor, stage and seating (no scale required).  
Must include the proposed Licensed Area Outlined in “red”. |  |  |
| □ Landlord Authorization for Sale and Service of Liquor | LIQ-LIC-142 |  |
| □ Provide copy of Street Use Permit Application and copy of Street Use Permit Approval when received | LIQ-LIC-122 |  |
| □ Zoning Clearance – Dept. of Planning & Permitting (808)768-8000 or Dept. of Hawaiian Homelands (808)620-9590  
If your business is located in the Kakaaako/Kalaeloa Area, obtain Zoning Approval from HCDA (Hawaii Community Development Authority): (808)594-0300  
Complete the HCDA Request for Zoning Clearance form http://dbedt.hawaii.gov/hcda/permits/ (Application can be submitted with Statement of Affirmation Form prior to receiving Zoning Clearance.)  
If your business is located at Aloha Tower, obtain Zoning Approval from Aloha Tower Development Corporation: 79 S Nimitz Highway, Honolulu, Hawaii 96813 (808)587-3651  
Original Certified Return Receipt of Neighborhood Board Notification (postcard mailed back to the sender as confirmation of receipt)  
Letter is sent directly to the Chair of the Neighborhood Board indicating place of business.  
*For information regarding your Neighborhood Board, contact:*  
Neighborhood Commission Office http://www.honolulu.gov/nco/  
Kapalama Hale, 925 Dillingham Boulevard, Suite 160, Honolulu, HI 96817  
Phone: (808)768-3710  
Email: nco@honolulu.gov | LIQ-LIC-144 Statement of Affirmation (optional) | See Rule 3-83-53.1 (3)(v) |
| □ Original Certified Return Receipt of Neighborhood Board Notification | See Rule 3-83-53.1 (3)(v) |  |

**Note:** Any application that is inaccurate or incomplete will be returned.  
*For questions about forms, please email:* liq-licensing@honolulu.gov

006 Special Liquor License Application Checklist  
Rev. 03/06/19