



★CHECKLIST★

Licensing and Regulations

- TTB application – Brewer’s Notice
 - Information needed for application
 - Detailed information on the premises including:
 - Legal description of the land (on the deed)
 - Description of the building itself including size, composition , use and measurements to doors and windows
 - Detailed information on your manufacturing plan
 - Detailed information on the entity/applicant
 - Detailed personal information on each owner, officer, director, member, and/or 10% or more shareholder
 - Any past legal violations
 - 10 years of employment history and residences
 - Bank reference as well as 4 character/business references
 - Documents need to upload with application
 - Company Documents
 - Articles of Incorporation/Organization
 - By Laws/Operating Agreement
 - Meeting Minutes
 - Any amendments to the above
 - Executed lease or deed to property
 - Diagram of planned operation
 - Bank statements, loan documents, etc. documenting source of funds
 - Executed Power of Attorney form (optional)
 - Executed Bond form
- FDA Registration
- State alcohol application – Type _____
 - Similar information as required by TTB
 - Additional information may be required
 - Many of the state forms may need to be notarized
 - Call your local state alcohol office to determine the proper protocol for submission
 - Generally, your final state license will not be issued until
 - You have your TTB Brewer’s Notice
 - All construction is complete
 - All equipment is in place