



City of Grand Rapids

DDA/CID Liquor License Checklist

PRELIMINARY INFORMATION

- A CID/DDA Liquor License is required for all locations that fall within a Corridor Improvement District or the Downtown Development District. Licenses will be reviewed by the respective District Boards before being recommended to City Commission. To verify which District has jurisdiction over your business location check the [Interactive Map](#) available on the Economic Development webpage.
- City Commission approval is required for all Redevelopment Liquor Licenses. Requirements for approval have been mandated in [City Commission Policy #300-08](#).
- Applicants will need to contact one of the two below establishments to file additional required applications based on proposed use of the facility:
 - For primarily on-site consumption an application must be filed with the [Kent County Health Department](#) before the City license can be approved.
 - For primarily off-site consumption an application must be filed with the [Michigan Department of Agriculture & Rural Development](#) before the City license can be approved.
- Some Liquor License applications require [Planning Commission](#) approval before being signed off on by the Zoning department. For more information please contact the Zoning Department directly at 616-456-4100.
- Applications should be submitted as early as possible to assure that they are processed fully before the proposed opening date. Timeline:
 - Application will be reviewed by 7 departments within the City of Grand Rapids, this process can take around a month to complete. DDA/CID boards only meet once a month so applications may take longer depending on when they are submitted.
 - Once the application has been reviewed it must be presented to City Commission for approval. City Commission meets two times a month on [City Commission Tuesday](#).
 - After approval by City Commission the application will be forwarded to the State Liquor License department for processing.

CHECKLIST

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| <input type="checkbox"/> | File paperwork with the Kent County Health Department or Michigan Department of Agriculture & Rural Development respectively. |
| <input type="checkbox"/> | Requirements before applying: <ul style="list-style-type: none">- Be engaged in dining, entertainment or recreation at least 5 days a week.- Be open to the general public at least 10 hours a day, 5 days a week.- Have a seating capacity of at least 25 people. |
| <input type="checkbox"/> | Completed City of Grand Rapids Liquor License application (part I and part II). |
| <input type="checkbox"/> | Non-refundable application fee . |
| <input type="checkbox"/> | Completed State of Michigan Liquor License application. |

<input type="checkbox"/>	A letter stating the benefits of the business to the Development District. A business statement may be submitted as evidence of benefits.
<input type="checkbox"/>	A notarized affidavit noting all attempts made to acquire an escrowed license and responses, this may include e-mail or telephone documentation. A list of all currently escrowed licenses along with copies of letters sent to each license holder and copies of the certified mail slips, copies of any envelopes returned as undeliverable. If an available license is not economically feasible applicants must provide documentation as to the scope of the operation and why it is not feasible.
<input type="checkbox"/>	<p>Proof that at least \$75,000 has been expended for the rehabilitation or restoration of the building over a period of the preceding five years, or commit capital investment of at least \$75,000 that will be expended for the building before the license is issued. Examples:</p> <ul style="list-style-type: none"> - Lease agreement indicating lease hold improvements. - Contract agreement for construction with estimated costs.
<input type="checkbox"/>	Applicants will be contacted by a representative from the DDA or CID board with the time and location of the respective meetings.
<input type="checkbox"/>	Fire Inspection – applicants will be contacted by the fire department after the application has been submitted to schedule a fire inspection.

*Rules and regulations associated with alcohol can be found in [Chapter 157](#) of the Grand Rapids City Code entitled “Alcoholic Liquor.”

**General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled “Licensing and Regulation Generally.”