



# City of Grand Rapids

## Liquor License Checklist

### PRELIMINARY INFORMATION

- City Commission approval is required for New Liquor Licenses including New Resort Licenses, New Wine Maker, New Brewer and New Distiller licenses.
  - Approval is not required for New Tasting Rooms, Transfer of Ownership, Transfer of Interest or Transfer of Location for existing licenses.
  - Approval is also not required for Off Premise Liquor Licenses.
- Applicants will need to contact one of the two below establishments to file additional required applications based on proposed use of the facility:
  - For applicants who will primarily have on-site consumption an application must be filed with the [Kent County Health Department](#) before the City license can be approved.
  - For applicants who will primarily have 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 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.
  - 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

<input type="checkbox"/>	Completed City of Grand Rapids Liquor License application (part I and part II).
<input type="checkbox"/>	Completed State of Michigan Liquor License application.
<input type="checkbox"/>	Non-refundable <a href="#">application fee</a> .
<input type="checkbox"/>	Contact the Kent County Health Department or Michigan Department of Agriculture & Rural Development respectively.
<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.”