



City of Grand Rapids

Temporary Liquor License Checklist

PRELIMINARY INFORMATION

- Local Government approval is needed for any event serving alcohol where event boundaries encompass City streets and/or sidewalks.
- City Commission approval is **not** needed for:
 - Events held solely on Private property.
 - Events applying for a Special Event 24 Hour license through the State of Michigan.
- Applications should be submitted as early as possible to assure that they are processed fully before the event date. (Recommended that applicants submit applications 90 days before event.)
Timeline:
 - Application will be reviewed by 7 departments within the City of Grand Rapids, this process can take a few weeks.
 - 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, this is a minimum 10 day process.

CHECKLIST

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|--------------------------|---|
| <input type="checkbox"/> | Completed Temporary Liquor License application. |
| <input type="checkbox"/> | Non-refundable application fee . |
| <input type="checkbox"/> | Completed State Temporary Authorization Liquor License Application . |
| <input type="checkbox"/> | Signed Law Enforcement Recommendation page (part 8 of the State Temporary Authorization Application). |
| <input type="checkbox"/> | A map of the Event layout. |

*Rules and regulations associated with Temporary Liquor Licenses may be reviewed 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.”