

**Sales Department:**

**\*\* NEW PERMITS ARE "BLUE"**

**ISR's -verify license information (INCLUDING LICENSE #) and update via mobility for all of their accounts prior to submitting an order.**

**Liquor License on Premise:**

If the account has their new liquor license on premise, **please double check that the license # is the same before updating the expiration date via mobility.** If the license number has changed, please update the license number (do not include spaces or dashes "- "in the license numbers). When entering the expiration date please try to be careful that you are entering the correct date (Example: 10/01/2020).

**Authority to Operate and Stay Orders:**

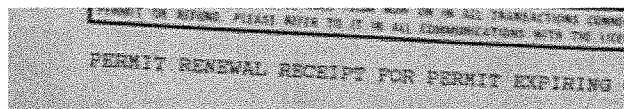
If the accounts do not have their physical license on premise, please send Julie **and** myself a clear picture via email of any 30 Day Authority to Operate letters and/or Stay Orders (email copies as soon as possible after updating license information, DO NOT wait until the end of the day or the following day). Until they receive their license on premise, please enter the expiration date as 30 days according to Authority to Operate/Stay Order Instructions list below:

**Authority to Operate Instructions (30 Day): (email clear copies to Nicole Emerson and Julie Martin)**

Most Authority to Operates will indicate the expiration date as 30 days from the date on the top of the letter (Example: Letter has a date of 10-4-2019, the expiration date will be updated via mobility to 11-4-2019). **\*\*You must check with account during each sales visit to see if they have received their physical license.** Once they do, email a clear copy to Julie and Nicole, and update the expiration date via mobility to 10-01-2020.

**Authority to Operate Receipt Instructions:**

Some Authority to Operates will reference that it is a receipt for the permit expiring 10-1-2020. For this type of Authority to Operate, update the license expiration date to 10-1-2020 via mobility (No need to email a copy).

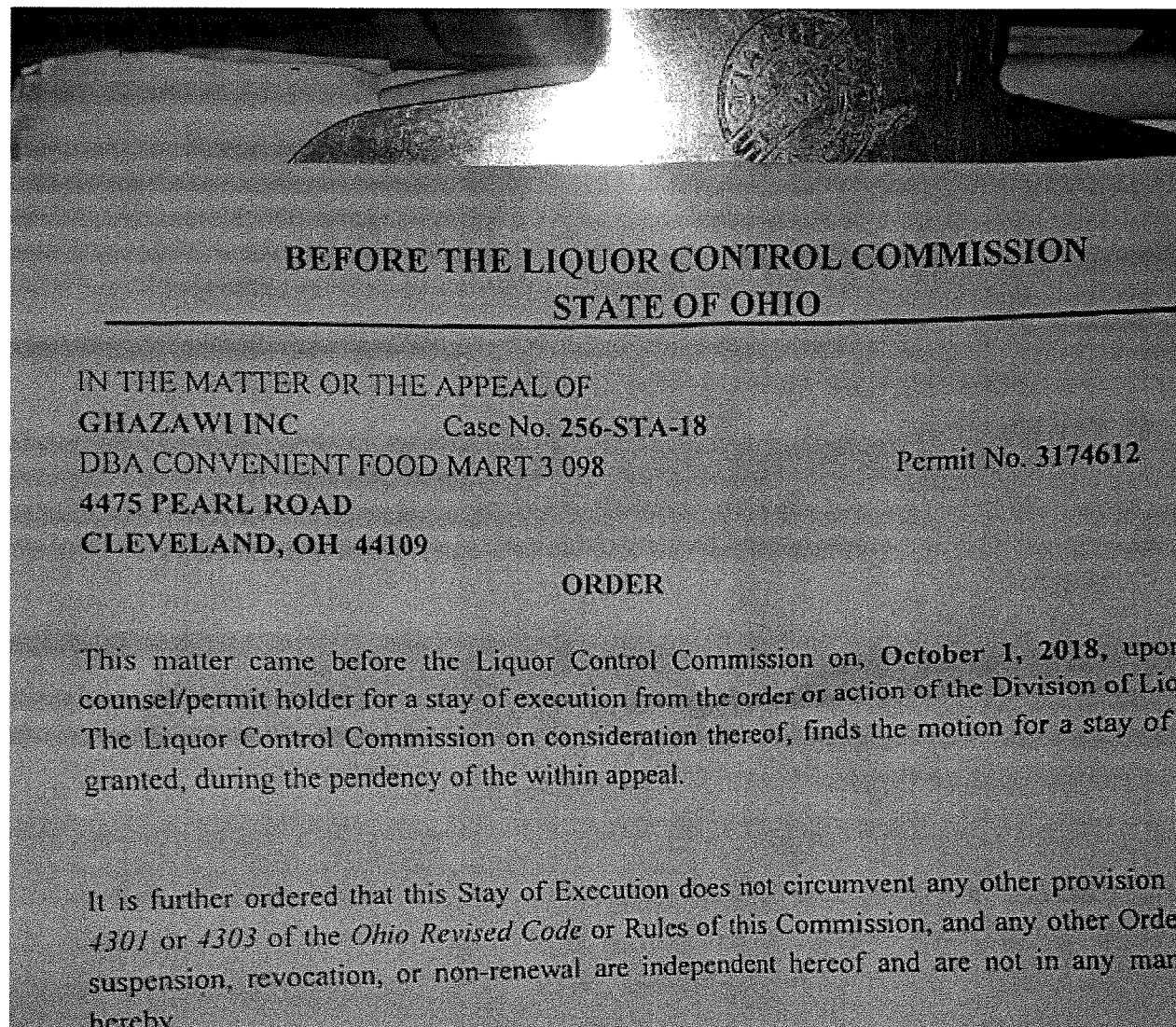


**Stay Order Instructions: (email clear copies to Nicole Emerson and Julie Martin)**

For any account with a Stay Order the license expiration date will be updated via mobility on a month to month basis until the issue is resolved and the account receives their permit. (Example: 11-1-2019, 12-1-2019, 1-1-2020, etc.).

**\*\* You must continue to check for their physical license during this time period until it is received, then update the expiration date. Please remember to also check the license number as some of them may have changed. Last year we found that some were changed/transferred but the new number was not being updated via mobility.**

**Stay Order Example:**



**Authority to Operate:**

A letter stating that they have mailed in their license renewal payment, but have not physically received their permit on premise and the division is granting temporary licensing privileges and **may operate.**

**Stay Order:**

A letter indicating a dispute regarding renewal of their liquor license in which there is an appeal and/or scheduled court date but account may operate until ruled upon.

(c) If an appeal is filed with a court and a stay order is not granted, then the date of the revocation shall be considered effective as stated in the agency's order.

**4301:1-1-21 Permits shall be posted conspicuously on premises.**

Every permit holder shall display such permit or a current and accurate copy of such permit or other evidence of its ***authority to operate*** in a conspicuous place on the licensed premises. The original permit shall be kept on the licensed premises at all times. At the commission's discretion, a suspension or forfeiture in lieu of suspension can be levied for a fraudulent permit or fraudulent authority to operate in addition to any other penalty.

At such time as a permit holder receives a suspension order from the liquor control commission, unless a forfeiture is both levied and paid, the permit holder shall post a copy of the suspension order on the effective date of the suspension over the permit or evidence of its authority to operate. Sales of alcoholic beverages during the suspension are forbidden. Purchases or deliveries of alcoholic beverages from the division of liquor control or from the holder of an A or B permit during the final fourteen days of any suspension period are not prohibited.

The copy of the suspension order shall continue to cover the permit or evidence of its authority to operate during the term of the suspension and shall be removed only upon termination of the suspension.

**Key Points Sales License Renewal:**

- **NO LICENSE – NO ORDER, PERIOD!!!!**
- **PRIOR to submitting an order -Verify license number and expiration date**
- Update license number and expiration date via mobility
- **Do not include spaces or dashes in the license number;** but include the whole number, all numeric (For example: 1045260-0005 will be entered 10452600005).
- **Liquor License** with 10-1-2020 expiration (DO NOT email a picture just update via mobility).
- **Authority to Operate Receipt with expiration 10-1-2020** (DO NOT email a picture, update expiration date to 10-1-2020 via mobility)
- **30-Day Authority to Operate Letter** (email clear copy to Julie and Nicole as soon as you update via mobility) – Expiration date will be indicated at the end of paragraph two. It will be either 30 days from the date on the letter, or will state an actual expiration date at the end of the paragraph. If 30 day expiration, use date on top of Authority to Operate Letter and change to the next month. (For Example: Date on top of letter is 9-22-19, expiration date is 10-22-19).
- **Stay Order** (email a clear copy to Julie and Nicole as soon as you update via mobility) – Update expiration date on a month by month basis until account receives their license. (11-1-2019, 12-1-2019, 1-1-2020, etc.).
- **Email copies of Authority to Operates and Stay Orders when you update license information via mobility – DO NOT WAIT UNTIL END OF DAY!**
- If account went from a 30 Day ATO or Stay Order to having a liquor license, you must email a copy of the license to Julie and Nicole when you update via mobility. Update license expiration date via mobility.
- It is the ISR's responsibility to update their accounts. Drivers have been instructed NOT to update any license information for an ISR assigned account.
- **Do NOT call and/or email licenses to Customer Service**
- **PLEASE CHECK LICENSE NUMBERS AND UPDATE THEM!**

**Email Copies to BOTH:**

**Julie.Martin@la-rose.com AND Nicole.Emerson@la-rose.com**

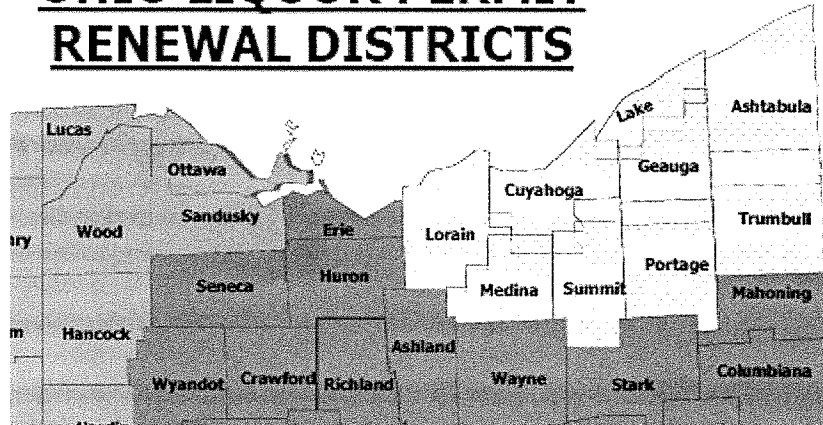
**Subject line: Name of Account & Account Number**

## OHIO LIQUOR PERMIT RENEWAL DISTRICTS

**District 1 (Central/Eastern)**  
February 1  
February Renewal Schedule

**District 2 (Western)**  
June 1  
June Renewal Schedule

**District 3 (Northeastern)**  
October 1  
October Renewal Schedule



### Types of permits:

“WBWAO Staff reminds everyone that cider is classified as a wine product for licensing purposes and cannot be sold to a retailer with only a C-1 (beer only for carryout) permit or one with only a D-1 (beer only for on and off premise sale). Such a permit holder would also need to have a **C-2 (wine and mixed beverage for carryout)** or **D-2 (wine and mixed beverages for on and off premise sales)** in order for you to lawfully sell cider to them. Wholesalers who sell cider to C-1 only and D-1 only permit holders will be cited for doing so. “

#### Retail Store Carryout

| Permit Class | Permit Fee | Description                                                                                                                                                |
|--------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C1           | \$252      | <a href="#">ORC 4303.11</a> Beer only in original sealed container for carry out only                                                                      |
| C2           | \$376      | <a href="#">ORC 4303.12</a> Wine and mixed beverages in sealed containers for carry out.                                                                   |
| C2X          | \$252      | <a href="#">ORC 4303.121</a> Beer in original sealed containers for carry out.                                                                             |
| D8           | \$500      | <a href="#">ORC 4303.184</a> Sale of tasting samples of beer, wine, and mixed beverages, but not spirituous liquor, at retail, for consumption on premises |

## Restaurant / Night Club

| Permit Class | Permit Fee | Description                                                                                                                                                                         |
|--------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D1           | \$376      | <u>ORC 4303.13</u> Beer only for on premises consumption or in original sealed containers for carry out only until 1:00am.                                                          |
| D2           | \$564      | <u>ORC 4303.14</u> Wine and mixed beverages for on premises consumption or in original sealed containers for carryout only until 1:00am.                                            |
| D2X          | \$376      | <u>ORC 4303.141</u> (Grandfathered Permit) Beer only for on premises consumption or in original sealed containers for carryout only until 1:00am.                                   |
| D3           | \$750      | <u>ORC 4303.15</u> Spirituous liquor for on premises consumption only until 1:00am.                                                                                                 |
| D3X          | \$300      | <u>ORC 4303.151</u> (Grandfathered Permit) Wine only for on premises consumption until 1:00am.                                                                                      |
| D3A          | \$938      | <u>ORC 4303.16</u> Extend issued permit privileges until 2:30am.                                                                                                                    |
| D5           | \$2,344    | <u>ORC 4303.18</u> Spirituous liquor for on premises consumption only, beer, wine and mixed beverages for on premises, or off premises in original sealed containers, until 2:30am. |
| D5I          | \$2,344    | <u>ORC 4303.181</u> Restaurant meeting certain criteria.                                                                                                                            |
| D7           | \$469      | <u>ORC 4303.183</u> RESORT area only.                                                                                                                                               |

## Sales iPad License Update Instructions

**All ISRs/AISRs are to check both the license number AND the expiration date of each account and update via Mobility.** If the renewed license is on premise you will change the expiration date to **10/1/2020**. If the Sales Team is not sure how to update license information with the iPads, below is a quick instructional.

1. Choose/tap on the **Customer**
2. Tap on **Tools**
3. Scroll down the screen to **Product Details** and tap on that
4. Scroll down the screen till you see the license information
5. Change the license number (if it has changed)
6. Tap on the **Calendar box** to the right of the Expiration date and find the month/day/year to enter. **DO NOT type the date as it will not display correctly.**

Please feel free to reach out to Nicole Emerson or Julie Martin should you have any questions.



Division of Liquor Control

Jacqueline T. Williams, Director

THIS IS A RECEIPT FOR MONIES PAID

|                          |                        |                           |
|--------------------------|------------------------|---------------------------|
| PERMIT NUMBER<br>1424157 | ISSUE DATE<br>09/12/18 | RECEIPT NUMBER<br>C010763 |
|--------------------------|------------------------|---------------------------|

CHGC INC.  
DBA CHEROKEE HILLS GOLF CLUB  
GOLF COURSE & PATIO & DECK  
5740 CENTER RD  
LIVERPOOL TWP  
VALLEY CITY OHIO 44280

| CLASS       | FEE AMOUNT |
|-------------|------------|
| D5          | 2,344.00   |
| PENALTY FEE |            |
| TOTAL       | 2,344.00   |

YOUR PERMIT NUMBER WILL BE USED FROM NOW ON IN ALL TRANSACTIONS CONNECTED WITH YOUR APPLICATION.  
PERMIT OR REFUND, PLEASE REFER TO IT IN ALL COMMUNICATIONS WITH THE LICENSING SECTION.

PERMIT RENEWAL RECEIPT FOR PERMIT EXPIRING OCTOBER 1, 2020

**DO NOT DESTROY**

**THIS IS YOUR AUTHORITY TO OPERATE**

**THIS AUTHORITY DOES NOT SUPERSEDE ANY PREVIOUSLY IMPOSED OR FUTURE RESTRICTIONS PLACED  
ON THE OPERATING PRIVILEGES OF THE PERMIT HOLDER.**

Authority to Operate Receipt

License Expiration Date =  
**10-1-2020**



James V. Canepa  
Superintendent

MAILING DATE 10/05/18

614 (644) 3162  
Fax 614 (644) 4963



Department  
of Commerce

Division of Liquor Control  
John R. Kasich, Governor  
Jacqueline T. Williams, Director

Issue Date: October 31, 2019

BEER BINS LLC  
DBA BEER BINS  
1ST FL & PATIO  
1157 W MAIN ST  
KENT OHIO 44240

Re: REN D2 D2X D3 D3A PERMIT #0574030  
BEER BINS LLC

ADDITIONAL INFORMATION:  
SUNDAY SALES - BEER ONLY

Dear Permit Holder:

**AUTHORITY TO OPERATE**

This document serves as your temporary receipt verifying the filing of your 2018-2019 renewal of your liquor permit. You will receive via the mail, either an actual permit certificate or a certified operating receipt within the next two weeks.

This letter must be posted in the place of your expired permit certificate as it authorizes you to operate and purchase alcoholic beverages. This is a temporary receipt and the privileges authorized by this letter will expire 30 days from the issue date indicated above.

THIS AUTHORITY DOES NOT SUPERSEDE ANY PREVIOUSLY IMPOSED OR FUTURE RESTRICTIONS

PLACED UPON THE OPERATING PRIVILEGES OF THE PERMIT HOLDER

The Division has the legal right to refuse to extend this authority to operate or refuse to issue the permit for cause.

If you should have any questions concerning this matter, please feel free to contact this office at the below address or phone number.

Licensing Processing Section  
MLM

Rev. 6/1/2018

**Example: 30 Day Authority to Operate**  
(Email clear copy to Nicole and Julie)

-Expires 30 days from issue date

License Expiration Date = 11-30-2019

**\*\*If an expiration date is referenced in second paragraph then use that date as license expiration**

BEFORE THE LIQUOR CONTROL COMMISSION  
STATE OF OHIO

IN THE MATTER OR THE APPEAL OF

RCJ PETROLEUM II LLC

Case No. 258-STA-18

DBA RITA 2 BP

Permit No. 7229232

27 SOUTH MAIN STREET

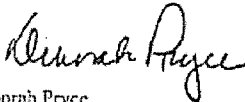
HUDSON, OH 44236

ORDER

This matter came before the Liquor Control Commission on, **October 1, 2019** upon motion of counsel/permit holder for a stay of execution from the order or action of the Division of Liquor Control. The Liquor Control Commission on consideration thereof, finds the motion for a stay of execution is granted, during the pendency of the within appeal.

It is further ordered that this Stay of Execution does not circumvent any other provision of *Chapters 4301 or 4303* of the *Ohio Revised Code* or Rules of this Commission, and any other Orders of license suspension, revocation, or non-renewal are independent hereof and are not in any manner affected hereby.

LIQUOR CONTROL COMMISSION - STATE OF OHIO  
77 South High Street, 18th Floor  
Columbus, Ohio 43215



Deborah Pryce

-Chairman

Mailed: **October 2, 2018**

cc: Attorney General's Office, Charitable Organizations-Liquor Unit  
Legal Section, Division of Liquor Control  
Permit Section, Division of Liquor Control

**Example: STAY ORDER**

-Expiration Date updated month to month until  
license is received

(11-1-2019, 12-1-2019, 1-1-2020)

License Expiration Date = 11-1-2019

Email a clear copy to Nicole and Julie

**When in doubt, please contact your TM,  
Nicole Emerson, or Julie Martin if you have any questions.**