



Canyon County Clerk



Instructions for Liquor Licenses Applications

New License: This application is available to allow license holder to distribute, possess for resale, or sell liquor, wine and/or beer. Once submitted the turnaround time is around a week. All depending on Commissioner’s availability.

Submit all items listed below:

- Complete and sign the Canyon County Liquor License Application for New, Transfers, Change in Application form.
 - Signed by license holder/applicant.
 - Please keep in mind, if there isn’t enough space provided for the answer make sure to attach a paper referencing the question.
- Copy of the Idaho State Police: Alcohol Beverage Control Liquor License
- Provide a map/ layout of location/premise
- Copy the lease agreement for the premise or ownership papers such as deed.
- Appropriate fees. Accepted forms of payment are cash, check or money order.
 - Make checks payable to: Canyon County Recorder

Beer	Liquor	Wine
\$25.00- Off premise Bottles and Cans	\$75.00- Population less than 1,000	\$100.00- Wine by the drink, by the bottle or both.
\$75.00- On premise, Bottles and Cans	\$125.00- Population between 1000 and 3000	The wine fee is included in with the liquor fee if selected
\$100.00- On and Off, Draft, Bottles and Cans	\$187.50- Population over 3000	
	\$100.00- Golf Course operator, lessee or owner	

Renewal: On May 31st each Canyon Count Liquor License will expire. No matter when you get your license the previous year. Idaho code does allow for a grace period of 31 days for the license holder to renew in that time. However they should not engage in any activity selling/giving/sampling alcohol until the license is renewed. Once submitted the turnaround time is around a week. All depending on Commissioner’s availability.

Submit all items listed below:

- Filled out Canyon County Renewal Liquor application that is signed by license holder/applicant.

- Make sure to list out any changes that have been done to the operation with the license in the application. Please keep in mind, if there isn't enough space provided for the answer make sure to attach a paper referencing the question.
- If there is an adding of officers, board members, partners, directors, stockholders and Business managers. Please complete and sign the Alcohol Renewal Supplement Form
- Copy of the Idaho State Police: Alcohol Beverage Control: Liquor License for the new coming year.
- Appropriate fees. Accepted forms of payment are cash, check or money order.
 - Make checks payable to: Canyon County Recorder.

Beer	Liquor	Wine
\$25.00 - Off premise Bottles and Cans	\$75.00 - Population less than 1,000	\$100.00 - Wine by the drink or by the bottle.
\$75.00 - On premise, Bottles and Cans	\$125.00 - Population between 1000 and 3000	The wine fee is included in with the liquor fee if selected
\$100.00 - On and Off, Draft, Bottles and Cans	\$187.50 - Population over 3000	
	\$100.00 - Golf Course operator, lessee or owner	

Transfer: This application allows the license holder to transfer the license either to a new owner or to a new location/premise, you will need all items listed below. The turnaround time for this application is about two weeks. All depending on Commissioner's availability.

Submit all items listed below:

- Complete and sign the Canyon County Liquor License Application: New, Transfers, Change in Application form.
 - Signed by the license holder/applicant.
 - Please keep in mind, if there isn't enough space provided for the answer make sure to attach a paper referencing the question.
- The **original** Canyon County License
- Copy of the Idaho State Police: Alcohol Beverage Control Liquor License
- Provide a map/ layout of location/premise
- Copy the lease agreement for the premise or ownership papers such as deed.
- Appropriate fees. Accepted forms of payment are cash, check or money order.
 - Make checks payable to: Canyon County Recorder

Beer	Liquor	Wine
\$5.00	\$10.00	\$5.00 - this fee is included in with liquor fee if selected.

Change in Application: This application allows the license holder to update info on their license outside of renewal season. So if your address changes but you are still at the same location/premise, or you need to add/remove officers or stockholders this will allow you to do that. The turnaround time for this application is two weeks. All depending on Commissioner's availability.

Submit all items listed below:

- Complete and sign the Canyon County Liquor License Application: New, Transfers, Change in Application form.
 - Signed by the license holder/applicant.
 - Please keep in mind, if there isn't enough space provided for the answer make sure to attach a paper referencing the question.
- Copy of the Idaho State Police: Alcohol Beverage Control Liquor License
- Provide a map/ layout of location/premise
- Copy the lease agreement for the premise or ownership papers such as deed.
- Appropriate fees. Please see chart below for payment schedule.
 - Accepted forms of payment are cash, check or money order.
 - Make checks payable to: Canyon County Recorder

**If changing services offered (i.e. adding or removing alcohol).
Payment is based on what will be offered.**

Beer	Liquor	Wine
\$25.00 - Off premise Bottles and Cans	\$75.00 - Population less than 1,000	\$100.00 - Wine by the drink or by the bottle.
\$75.00 - On premise, Bottles and Cans	\$125.00 - Population between 1000 and 3000	The wine fee is included in with the liquor fee if selected
\$100.00 - On and Off, Draft, Bottles and Cans	\$187.50 - Population over 3000	

**Changing of information on license or change in officers/members –
No Fee**