



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:

- Filled out and completed Canyon County Liquor License Application: New, Transfers, Change in Application. 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	
	\$100.00 - Distillery, 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.
- 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	
	\$100.00 - Distillery, 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:

- Filled out and completed Canyon County Liquor License Application: New, Transfers, Change in Application. 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:

- Filled out and completed Canyon County Liquor License Application: New, Transfers, Change in Application. 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	
	\$100.00 - either a Golf Course or Distillery	

**Changing of information on license or to the officers/members –
No Fee**