

Jackson County Liquor License Application Checklist

*****Please note, if you are not applying for a County Liquor License during the yearly renewal period, the application may take up to a month to process.**

1. _____ Application filled out, with supporting documentation as needed to provide full answers to all questions.
2. _____ Application notarized. (Including Games application if applying).
3. _____ Copy of lease if leasing.
4. _____ Ensure Manager, Supervising Agent and/or Owner is a resident of Jackson County.
5. _____ Proof of Insurance. Please ensure you have attached a Certificate of Insurance with **Jackson County** listed as a Certificate Holder for:
 - a. _____ General Liability
 - b. _____ Liquor Liability
6. _____ Diagram of Beer Garden or Outdoor Café _____ *WITH* or _____ *WITHOUT* entertainment (check one).

Please include in your diagram:

 - a. _____ All lighting
 - b. _____ All fencing
 - c. _____ Occupancy rate as approved by the State or Local Fire Marshal
 - d. _____ Seating plan
 - e. _____ Serving plan
7. _____ Jackson County Food Service Permit Number—*page 4 of application*

Please include the following:

 - a. _____ A copy of proposed menu
8. _____ Copies of **BASSET/TIPS** and any other training certificates for **ALL** sellers, servers, and management personnel working on the premises and anyone checking identification for the purchase of alcohol.
9. _____ Proof of naturalization for all non-U.S. born applicants and managers
10. _____ Cashier's Check or Certified Check for the appropriate fees made payable to the "***Jackson County Liquor Board***"

Any missing items from the above list could result in a processing delay of your application.

****Updated September 2025***