

## **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*