

OVERVIEW OF BOARD OF LIQUOR AND LOTTERY AND ALCOHOL LICENSING

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The Board of Liquor and Lottery

- Five members, who serve for staggered three-year terms.
 - Appointed by Governor, with advice and consent of the Senate
 - Members may serve no more than two consecutive terms
- Usually meets 1-2 times per month
- Jurisdiction over:
 - Laws relating to alcoholic beverages
 - Sale of tobacco products
 - State Lottery
- The Board's duties include:
 - Licensing the manufacture, distribution, and sale of alcoholic beverages
 - Licensing tobacco sales
 - Licensing State Lottery agents
 - Adopting rules to carry out the laws with the Board's jurisdiction
 - Enforcing laws related to alcoholic beverages, tobacco, and State Lottery
 - Oversee the opening and operation of State liquor agencies
 - Oversee the operation of the State Lottery

The Licensing Process for Retail Alcohol Sales

- Board reviews and issues all licenses relating to manufacture, distribution, and sale of alcoholic beverages
- First-class and second-class retail licenses require local and State approval
 - Applicant files application and fees with local control commission
 - Local control commission is the municipal selectboard or city council
 - Upon receiving local approval, application is forwarded to the Board of Liquor and Lottery for review
 - Board reviews application and:
 - Corporate documents (articles of incorporation, list of directors, certificate of incorporation)
 - Trade name registration
 - Copy of lease, rental agreement, or deed
 - Rooms and meals tax number
 - Federal tax number
 - Lodging number (if applicant is a hotel)
 - Health license (for first-class licensees)
 - Compliance with training requirements
 - Whether applicant is in good standing with respect to Vermont taxes and unemployment insurance contributions
 - License is good until April 30 of the following year