

How to obtain a 1- to 3-day temporary Liquor License:

Step by Step Instructions:

- To Obtain the application from the Division of Alcoholic Beverages and Tobacco
 - 1) Go to www.myfloridalicense.com
 - 2) Click on Apply For/Update Licenses tab
 - 3) Then Click on Alcoholic Beverages & Tobacco
 - 4) Then click on Limited Permits
 - 5) Lastly click on One, Two, Three Day Permit and download form ABT 6003 or see Chapter 5.B
 - 6) Fill out the form and make out a check in the amount of \$25.00 to the Division of Alcoholic Beverages and Tobacco
 - 7) All sections must be completed except the section titled Affidavit for Special Sales License.

- Documents you need to bring with you when applying for the license:
 - 1) Zoning approval from the city or county zoning authority where you are going to hold the function
 - 2) Registration of Legal Entity or Proof of Non-Profit Status
 - 3) A copy of the signed contract from the venue where you are holding the function
 - 4) The diagram (sketch) that is in the application must be filled out to show how you are going to set up the banquet room you are using.
 - 5) Sales Tax Certification
 - 6) Affidavit of Applicant for one, two, three day permit. Read and sign in the presence of a notary. The affidavit must be signed by an officer of the Non-Profit holding the event

- Go to your local Zoning Board to get your permit to hold the function
 - 1) Fort Myers Location: 1500 Monroe Street
 - 2) Cape Coral Location: 1039 SE 9th Place

- Then proceed to the Division of Alcoholic Beverages and Tobacco located at:
2295 Victoria Avenue
Fort Myers, FL 33901-3802
Room 270-You will get your sales tax form here
Room 145-You will get your license here

CONGRATULATIONS, YOU ARE ALL READY TO SELL YOUR BEVERAGES FOR YOUR EVENT