Steps to Apply Microdistillery Application:

The first question to ask yourself is … How will I apply?

Individual – only one person receiving profits from the business

Partnership – two individuals receiving profits from the business

Limited Liability Company (LLC)

Corporation

Have you contacted?

Alcohol and Tobacco Tax and Trade Bureau (TTB)
(513)684-2642

NLCC Audit Division – LeAnna Prange
(402)471-4892

Applied for a Alcoholic Liquor Tax Bond

If you apply as an "Individual"

You will need to complete the following forms. You will also need to submit all required attachments requested on these forms.

Form 130 - Microdistillery Application/Checklist

Form 115 – Alcoholic Liquor Tax Bond

Form 104 - Individual Insert to include copies of birth certificate(s) and voter information for applicant & spouse (if applicable)

Form 147 - Fingerprint Form

If you apply as a "Partnership"

You will need to complete the following forms. You will also need to submit all required attachments requested on these forms.

Form 130 - Microdistillery Application/Checklist

Form 115 – Alcoholic Liquor Tax Bond

Form 105 - Partnership Insert to include copies of birth certificates and voter information for applicants & spouses (if applicable)

Form 147 - Fingerprint Form

If you apply as a "Limited Liability Company (LLC)"

You will need to complete the following forms. You will also need to submit all required attachments requested on these forms.

Form 130 - Microdistillery Application/Checklist

Form 115 – Alcoholic Liquor Tax Bond

Form 102 – Limited Liability Company (LLC)

Form 103 - Manager Application to include copies of birth certificates and voter information for applicant & spouse (if applicable)

Form 147 - Fingerprint Form

If you apply as a "Corporation"

You will need to complete the following forms. You will also need to submit all required attachments requested on these forms.

Form 130 - Microdistillery Application/Checklist

Form 115 – Alcoholic Liquor Tax Bond

Form 101 - Corporation

Form 103 - Manager Application to include copies of birth certificates and voter information for applicant & spouse (if applicable)

Form 147 - Fingerprint Form

Does this location have a current license?

Would you be applying for a Temporary Operating Permit that is approved by the current ownership?

If so, please include:

Form 125 - Temporary Operating Permit Form

A purchase agreement for the sale of the “business” is required with this form.

Who would need fingerprinted?

- Individual – Applicant & Spouse
- Partnership – Both Partners and Spouse(s)
- Limited Liability Company (LLC) – Corporate Manager & Spouse, President & Spouse, Member(s) holding over 25 percent of shares & Spouse(s)
- Corporation - Corporate Manager & Spouse, President & Spouse, Member(s) holding over 25 percent of shares & Spouse(s)

Form 116 - Non-Participating Spouse(s) Affidavit

A spouse that files this form can have absolutely no involvement with the business. Violation of the affidavit of non-participation will result in cancellation of the license.

All items required on the checklist need to come in with your application. If you are missing items, this may delay the application processing time. We try to work with applicants via email or phone on missing items, although the application can be returned if it would be missing too many items.

It may be helpful to write down any questions that you may have while you are completing the items on the checklist and then calling our office with those questions.

After completion of the materials requested on the application, you can: email, fax or mail your application into our office. If you wish to bring the application into our office, please make an appointment with a licensing staff member at (402)471-2571. You would want to schedule about an hour for this appointment. Please keep in mind that we do not make appointments after 3:00 pm.

Email address for applications:
LCC.frontdesk@nebraska.gov

Fax number: 402-471-2814

Application Process After Receipt of Application:

- The application will be assigned to a licensing staff member.
- A license number is assigned to the application and the license fee is processed.
- A staff member will review the application. The applicant is contacted if information is missing. If there would be items that would require more attention, the application would be returned in the mail.
- When the licensing staff member has received all required materials, the following entities are contacted for approvals: Local Governing Body, Fire Marshal, Department of Agriculture, and State Patrol.

Required Approvals:

Local Governing Body: The local governing body will receive a copy of the application along with a recommendation sheet from our office. In this process, the Clerk will publicize the new license and hold a hearing. The local governing body will have 45 days to hold the hearing. After the hearing, the completed recommendation sheet is returned to our office. This recommendation sheet will have a 10-day statutory wait after it is received by our office.

Fire Marshal: The administrative contact for the Fire Marshal's office will be sent a recommendation sheet from our office requesting an inspection of the property. This contact will assign it to the appropriate inspector. The recommendation sheet will be returned after the inspection has been completed and the inspection fee has been paid.

Department of Agriculture: The administrative contact for the Department of Agriculture's office will be sent a recommendation sheet from our office requesting an inspection of the property. This contact will assign it to the appropriate inspector. The recommendation sheet will be returned after the inspection has been completed.

State Patrol: The NSP is sent a copy of the application with requests for background checks to be completed through the NSP and FBI. The inspection of the new business will also be requested. These two background checks will include all individuals required to be fingerprinted. The report will be sent to our office.

Receipt of Approvals:

The licensing staff member that is assigned to your application will enter all approvals into the NLCC database. You can see these approval codes by going to the NLCC website and searching for the application. This search is found under the "licensing tab" and selecting "search licenses". Please keep in mind you will need the pending liquor license number to search by the number.

If information received during the approval process causes the application to go to a NLCC hearing, this will delay the application process. NLCC hearings are held once per month and adequate time is needed for the legal division to plan for these hearings. Examples of applications that would go to hearings are: local denials and criminal history of applicant(s).

When all approvals are received and the application has met all statutory requirements, the license can now be issued.

License Issuance:

The liquor license will be printed and mailed by our office directly to the local governing body.

License fees will be collected by the Clerk's office before the license will be released by the Clerk. These fees are based on the type of license and the occupational fees that are collected by this office. Please contact the Clerk for the fee amount and the pickup of your license.

The original license must be framed and displayed at the licensed location.

Your license will be renewed yearly. The license year is May 1 – April 30 . It is the licensee's responsibility to make sure the license is renewed. It is highly recommended that you renew your license on-line. Renewal information is found on our website as well as other useful information for licensees.