MISSION:
Our mission is to protect and serve the public by ensuring legal acquisition and responsible use of alcohol and tobacco products.

VISION:
Our vision is to be a successful law enforcement organization respected for:
  Skilled professionals leading the community to voluntary compliance
  By applying consistent education and enforcement,
  Using positive and proactive methods,
  To create safe communities

VALUES:
We value the highest standard of personal and professional ethics based upon honesty, integrity, and trust.
We strive for consistency, fairness and impartiality
Welcome to the Washington State Liquor Control Board (WSLCB) Licensing Briefing

At the WSLCB, our most important task is to create a cooperative relationship with you through education. The WSLCB wants to help you succeed in liquor law compliance and assist with public safety in your communities.
Specific Class of License
Spirits/Beer/Wine Restaurant

Spirits/beer/wine is to sell/serve spirituous liquor (by the individual drink), beer and wine on the licensed premises.

The sale of liquor is incidental to the service of foods.

No alcohol can be taken from the premises.

WAC 314-02-015   RCW 66.24.400
Public safety is our common goal. Four public safety issues that are very important are:

- **Minors**
  - Selling or furnishing tobacco to a minor (under age 18)
  - Selling, furnishing, allowing possession or consumption of alcohol by a minor (under age 21)
  - Allowing minor(s) to frequent an age restricted area or premises

- **Over service**
  - Sales to apparently intoxicated persons
  - Allowing possession of alcohol by apparently intoxicated persons
  - Allowing consumption of alcohol by apparently intoxicated persons

- **Disorderly Conduct**
  - Allowing fights/not calling police
  - Owners or employees intoxicated on premises

- **Violations of RCW 69, 69A or 70** — Criminal conduct of owner, employees and/or patrons
Statistics Show

The most common violations and complaints involve:

- Sales of liquor to apparently intoxicated persons
- Sales of liquor to persons under 21 years of age
Violations of Public Safety

- If you violate public safety laws or rules, administrative action may be taken against your liquor license. Administrative action could result in a monetary penalty, suspension, or cancellation of your liquor license privileges.

- BE SAFE. Please make sure that your staff is trained in liquor laws and company policy.
New Licensee Program

The WSLCB developed this program to provide technical assistance shortly after you receive your new license.

WSLCB officers will visit your premises to:

- Check your required signs
- Answer any questions
- Provide materials
- Review operations, especially those involving public safety
Sales to Apparently Intoxicated Persons

A licensee or employee may not supply liquor to any person apparently under the influence of liquor. A licensee or employee may not allow an apparently intoxicated person to possess or consume liquor on the licensed premises.

RCW 66.44.200
WAC 314-11-035
Over Service

*Over service* (OS) is the term used when patrons are showing apparent signs of intoxication *and* any of the following:

- In possession of alcohol
- Being sold or given alcohol by your employees
- Consuming alcohol
Signs of Intoxication

Signs of intoxication should be apparent to the point where they are easily recognized.

Typical signs:
- Carelessness or clumsiness with money
- Unsteady walking
- A strong odor of alcohol
Signs of Intoxication

- **Behavior changes** - Watch for customers who lose their concentration and train of thought during conversation. Look for bobbing heads and drooping eye lids.
- **Speech patterns** - Talk to your customers and watch for these signs of intoxication:
  - Loud talking
  - Bragging
  - Arguing
  - Swearing
  - Slurred speech
  - Talking slowly and deliberately
  - Complaining
What to do?

If a person is showing signs of intoxication what do you do?

Contact your manager for company policy.

Under Washington State law you must remove the alcohol from the patron and refuse further service of alcohol.
Once The Patron is Cut Off, What’s Next?

Your company policy should tell your employees what to do.

- Who should remove the alcohol from the patron?
- How do you cut someone off of service?
- Does the patron get their money back?
- Should the person stay in your premises?
- Who is responsible to get them home safely?
DUI Reduction Projects
Driving While Under the Influence of or Affected by Intoxicating Liquor and or Drugs

Every Officer of the WSLCB has a premises assigned to them with the goal of reducing or stopping DUIs from the licensed premises.

How do premises get selected for the DUI Reduction project?
Assignment to DUI Projects

Premises are selected for projects based on:

- Number of DUIs that are generated by the premises.
- Breathalyzer readings per reported DUI. An example of Breath Alcohol Content (BAC) reading is .08.
- Complaints received about the premises for over service.
DUI Statistics

- Every person that is arrested in the State of Washington for DUI is asked to blow into a breathalyzer machine.

- When a person takes the breath test they are asked where they consumed their last drink.
DUI Statistics

- The police officer puts a code into the breathalyzer that identifies the location.
- Information from the breathalyzer is collected by the Washington State Patrol and forwarded to the WSLCB.
DUI Statistics

- No violations are generated off the DUI statistics alone.
- The information generated by the breath tests is for informational purposes only.
- The WSLCB considers the statistics as indicators that there might be adjustments that could be made to eliminate potential problems.
Expectations

If your premises is identified as a DUI project what can you expect?

- An Officer will contact you and explain the program.
- You and the Officer will look at your operations to identify any area of your company policy that needs strengthening.
- You and the Officer will come up with a plan that can be followed by both of you to lessen or eliminate the problem.
Expectations

- Training for you and your employees by the WSLCB.
- Increased visits by Officers to help you monitor your operations.
- Possible rewrite of your company policies to help employees deal with over service issues.
- A decrease in the number of DUIs and level of BAC.

Most DUI projects result in lower or zero DUIs from the premises in a short period. You benefit from improved public safety.
Studies show approximately 50% of intoxicated drivers come from licensed establishments.

Source: Mosher, James
MINOR
RESTRICTIONS AND
AGE VERIFICATION
Sales to Minors

- No sales of alcohol to persons under 21 years of age.

  *Keep alcohol out of the hands of kids – It saves lives!*

- No sales of Tobacco to persons under 18 years of age.

  RCW 66.44.270
  WAC 314-11-025
Minors and Alcohol

No Exceptions!

Persons under 21 years of age can’t purchase, possess, or consume alcohol on your premises.

You and your employees must make sure that anyone that is buying, possessing or consuming alcohol is 21 years of age or older.

RCW 66.44.270
Youth Access to Alcohol

More than 90% of twelfth graders report that alcohol is “very easy” or “fairly easy” to get.

Don’t be an easy target for minors!

Source: Institute of Medicine National Research Council of National Academies
Minor Frequenting

- If your premises has a WSLCB age restricted area, no one under 21 years of age is allowed to frequent that area, 24 hours a day.

- Exception - Employees 18-20 years of age can go into the restricted area to complete their duties. No one under 21 can be assigned to work exclusively in the restricted area. Employees can place orders and pick up drinks for service outside the restricted area, clean up, set up, and arrange tables; deliver messages; serve food and seat patrons.

RCW 66.44.310 and RCW 66.44.350
Company Policy on Age Verification:

- Your company policy will dictate the success of your business.

- Your company policy should direct your employees how and when to verify age.

- The only sensible way to identify minors is to check ID of youthful appearing people each and every time.
Checking ID

- To verify a person’s age, your company policy should direct your employees to check ID.

  You should be very strict on this policy!

- When company policy directs an employee to check ID, only state approved ID’s are acceptable.
Checking ID

These are the only state approved acceptable ID’s. You may restrict this list, but may not accept additional forms of ID.

- Drivers License, ID card, or Instruction Permit issued by any state or Canadian Province
- Valid Washington Temporary Driver’s License
- US Military ID
- Merchant Marine ID
- Official Passport of any nation
- Washington State Tribal Enrollment Card
Requirements for All ID’s

- Photo of person
- Date of birth (DOB)
- Signature of person (exception: Military ID)
- Expiration date (exception: Tribal ID)
  It is illegal to accept an expired ID
Samples of ID’s

- Driver License
- Minor’s ID Card: Minor’s cards have the date of the 21st birthday highlighted in yellow.
- Identification Card
- Instruction Permit
- Under 21 Driver License

- U. S. Armed Forces Geneva Conventions ID Cards
  - New
  - Old
What is NOT Acceptable ID?

Any card that uses “resident” in the title of the card is not good for cigarette and alcohol purchases.

Examples:
- Alien Resident card or
- Resident of Washington card

Other ID’s NOT acceptable are:
- Birth Certificates
- School or work ID’s
- Social Security cards
- Federal Immigration cards
- Voter Registration or Visa cards
How to Check ID

- Now that your company policy has directed your employee to check ID, what is next?

- Your employees need to know how to check ID’s properly. Most violations of underage laws occur by misreading ID’s.

- Remember that purchasing alcohol is a privilege, not a right. The difference is, patrons have to prove their age to your employees before they can buy, if asked to do so.
Proper ID Checking

- What does your company policy say about the proper way to check an ID?

- What is the best way to check an ID?

- To check an ID properly employees must use the features of the ID.
Proper ID Checking

Have patrons remove their ID and hand it to the employee.
Checking ID

- When your employee sees a vertical ID, be very careful. The ID was issued when the person was under 21.
- Look first to the left of the picture and find out when the person will be 21. If the person is not old enough, stop, deny the sale and have your employee follow company policy.
Checking ID

If the date of birth says the person is old enough, you now need to check the following:

- Expiration date – If the ID is EXPIRED, stop, deny the sale, and follow company policy. (Only exception is expired WA ID with valid paper temporary.)
- Picture – If the picture is NOT the person presenting the ID, stop, deny the sale, and follow company policy.
- Physical description – Verify features.
- Ultraviolet light will show hologram of the state seal.
In Washington we have the “old format” that will be around until the end of 2006. On the old format ID there is a yellow strip through the middle of the ID.

If there is any writing in the yellow strip be sure that your employees check the information. The information will tell your employees when that person turns 21.

Minor’s ID Card

Minor’s cards have the date of the 21st birthday highlighted in yellow.
Checking ID – Old Format

If the person is \textit{NOT OLD ENOUGH}, stop, deny the sale, and have your employee follow company policy.

If the date of birth says the person is old enough you now need to check the following:

- Expiration date - If the ID is EXPIRED, stop, deny the sale, and follow company policy.
- Picture - If the picture is NOT the person presenting the ID, stop and deny the sale, and follow company policy.
- Physical description - Verify features.
Checking ID

You will receive acceptable ID’s that have holes punched in them. These ID’s are legal as long as the punch does not obscure critical information like the date of birth, expiration date, physical description, photo or signature.

If there are any concerns about any ID

STOP!

Your company policy needs to direct your employees what to do next.
Licensee Certification Cards

A licensee certification card is a voluntary tool that is available for your business. If a customer comes into the premises and presents an acceptable ID, showing them to be over 21, but you have doubts, a certification card can be used.

- You can get the cards at local liquor stores or agencies – free.
- When correctly completed, they provide legal protection from criminal and administrative liability for the seller and licensee.
- If you fill one out, file it alphabetically, and keep it on your premises for inspection by any requesting law enforcement officer.

RCW 66.20.190
WAC 314-11-030
To Use Licensee Certification Cards

Front side

- Check box 1-6 for type of ID presented.
- Fill out ID number and request information.
- Employee fills out the top portion.

Person presenting the ID fills out the bottom portion and signs name.

Employee checks the signature on the card of identification with the signature on the certification card.
To Use Licensee Certification Cards

Rear side

INSTRUCTIONS TO LICENSEES

Under the provisions of RCW 66.20.180 a retail licensee has the right and responsibility, before serving, to require persons of questionable age and appearance to prove they are of legal age to purchase liquor.

To obtain the protection afforded by RCW 66.20.210, you must require the person presenting this card of identification to complete the reverse side of this card. You must also complete the certification below.

The card must be officially issued, show the person’s correct age, and bear his/her signature and photograph. By law the only acceptable cards of identification are: 1. Driver’s License or Instruction Permit issued by any State or Province of Canada. 2. United States Armed Forces ID Card, active duty, reserve, retired and dependents. 3. Merchant Marine ID Card issued by the United States Coast Guard. 4. Official Card of Identification issued by the Liquor Control Authority of any State or Province of Canada. 5. Identification Card issued by the Washington State Department of Licensing or Identification Card issued by any State or Province of Canada. 6. Official Passport issued by any Nation. An expired Washington State Driver’s License together with valid temporary Washington State Driver’s License is considered an acceptable Washington driver’s license.

WASHINGTON STATE LIQUOR CONTROL BOARD

LICENSEE’S OR EMPLOYEE’S CERTIFICATION

I hereby certify that the card of identification submitted was examined by me and I have checked the date of birth, and compared the photograph thereon with the person presenting said card. I have compared the signature on this card with that on the card of identification, and I am satisfied that the card properly belongs and relates to the person presenting it.

(To be signed by person who has checked card of identification) ___________________________ Print Name

Date of birth shown on card of identification: _____________ Time: _____________ Date: _____________

WARNING: File this card on the premises on the day it is signed as prescribed by RCW 66.20.190.

LQ 070:66 (11/86) (Back)

Employee

1. Print and sign name.
2. Print DOB from ID presented.
3. Print time and date.
Compliance Checks

- Compliance checks are completed to determine that public safety is not being compromised.

- WSLCB, Police Departments and Health Departments can all perform compliance checks at your premises.
Compliance Checks

- The minor operatives do not look overly mature for their age.
- The minor operatives do not show fake or altered IDs. They may present their real ID or none at all.
- The minor, if asked, may say they are 21.
Private Compliance Checks

You may conduct your own compliance checks to ensure your employees are following the law.

- **You must receive prior written approval from the WSLCB.**

- You can use employees that you hire or you can contract with a third party that conducts the compliance checks.

- If your employees sell during a private compliance check, you can not fire them on the first buy.

- For more information on a sample policy contact either the Restaurant Association at 1-800-225-7166 or your local Enforcement Office.

WAC 314-21
Compliance Check Rates

Through education, voluntary compliance by retailers, and partnerships with law enforcement, our state compliance rate in 2004 was:

Liquor Laws 83%
Tobacco Laws 90%
Licensed Business
Open to Inspection

Your licensed premises is open to inspection by WSLCB or local law enforcement anytime someone is in the premises.

RCW 66.28.090
WAC 314-11-090
Hours of Operation

The law allows liquor to be sold, served, and consumed between 6 am and 2 am, seven days a week.

After 2 am no one may possess, consume or be served alcohol at a licensed premises. Alcohol can not leave the premises.

Employees can clean up after 2 am.

Local governments may pass ordinances establishing earlier closing hours.

WAC 314-11-070
Record Keeping

All Licensees are required to keep records that clearly reflect all financial transactions and the financial condition of the business for two years.

What to keep

- Purchase invoices
- Bank statements and cancelled checks
- Accounting and tax records
- Records of all financial transactions related to the licensed business

WAC 314-11-095
Authorized Sources to Purchase Alcohol Inventory

Where to purchase?

**Spirits/Beer/Wine Restaurants:** Spirits/Beer/Wine purchased from assigned liquor store; Beer/Wine from licensed distributors, or domestic Washington breweries or wineries

You **can not** purchase liquor at any retail premises. No liquor can come onto your premises unless it was purchased from an authorized wholesale source within the state of Washington.

**Exception:** Alcohol brought into the premises with a Banquet Permit, Special Occasion License or wine for consumption with a meal if you are a Spirits/Beer/Wine or Beer/Wine Restaurant Licensee.

[WAC 314-16-110](#) and [WAC 314-16-160](#)
Drive-In and Curb Service Prohibited

You may not sell or serve liquor to customers by means of “drive-in” or “curb service”, which includes drive through windows.

WAC 314-11-015
True Party of Interest

Any person that has substantial interest in the licensed premises must be on the license. A substantial interest includes any of the following:

- Receipt of, or right to receive, more than 10% of gross sales of any kind from the premises
- An investment in licensed premises of at least $10,000
- Ownership of issued or outstanding stock in the business constituting more than 10%

WAC 314-07-080
Retail / Non-retail Relationships

When you do business with a beer / wine distributor these rules apply:

- All purchases must be paid for at the time of delivery.

- The distributors can bring the alcohol into your premises, stock the cooler and price the product.

- You can receive point of sale items for free. These items are posters, neon lights, and other items without value other than advertising.
Retail / Non-retail Relationships

- You can not receive equipment free from the distributors. Items like coolers, dispensing equipment and lights must be paid for at fair market value. They can not rent or lend any equipment, fixtures or property of any kind to you and vice versa.

- You must pay for any items that have a value or use, other than brand advertising. These items include items like coats, hats, napkins, coasters and glasses.

RCW 66.28.010
WAC 314-12-140
Retail / Non-retail Relationships

Methods of Payments

- Cash or checks

- Prepaid accounts. Both parties must keep accurate records of prepaid accounts to ensure a cash deposit is not overextended.

- Credit/debit cards and electronic funds transfer (EFT); the transaction must be voluntary with both parties. The sale must be initiated by an irrevocable invoice. Each party pays their banking costs. Both parties must maintain records of the transaction. The transaction must be initiated by the manufacturer or distributor no later than the first business day following delivery.

WAC 314-13-015
Sale of Liquor to Cover Cost of Acquisition

- When you sell alcohol, you must charge at least the amount that it costs you to serve it.
- Alcohol cannot be used as a loss leader!

WAC 314-52-114
WAC 314-11-085
Prohibited Conduct on the Licensed Premises

- **Disorderly** - WAC 314-11-015
  Allowing disorderly conduct, or allowing any disorderly patron to remain, on a licensed premises is prohibited.

- **Lewd Conduct** - WAC 314-11-050
  Male and female dance reviews. Exposure of genitalia, acts of, or simulated sex acts.

- **Illegal Activity** - WAC 314-11-015
  Violations of RCW 9, 9A and 69.
Licensee Responsible for Acts of Employees

As the owner of the business you are responsible for every activity that occurs. You do not have to be present when a problem occurs to be responsible!

TRAINING, SUPERVISION and GOOD company policies are the keys. Give your employees the chance to succeed.
No Drinking on Duty by Licensee or Employees

- No licensee or employee may drink alcohol while working.
- **Exception:** Restaurants may conduct courses of instruction on beer/wine and furnish beer/wine samples to employees.
- No employee or owner may be on their licensed premises while showing signs of intoxication, working or not.

WAC 314-11-015
RCW 66.24.320
RCW 66.24.400
Open Container

Any alcohol that is purchased on the licensed premises and opened, can not be removed.

Exceptions:

- A bottle of wine that was purchased with dinner and was not finished
- Any alcohol brought on to the premises under a banquet permit or special occasion license
- With a caterer’s endorsement liquor can be removed from the licensed premises to the event site
- Hotel or motel guests may reseal and remove alcohol bought for consumption in their rooms  

WAC 314-11-065
No Substitution of Drinks

- When a customer orders a specific brand of alcoholic drink, you must serve the requested drink. If you do not have the requested brand inform the customer what they will be receiving.

- If a customer is showing signs of intoxication and orders alcohol, do not substitute. Let the customer know that they are getting a non-alcohol beverage.

WAC 314-11-080
Advertising

- **Trade Name** – [WAC 314-52-110](#)
  When you advertise you must include your approved trade name as it appears on your liquor license.

- **No Joint Advertising** – [WAC 314-52-090](#)
  The Beer/Wine Distributors can not induce you to advertise their brands. The Beer/Wine Distributors can not give you money, treats, services, or extra product to cover the cost of advertising.
Lighting

Anywhere in the licensed premises where customers are allowed, you must keep the lights bright enough to be able to read identifications and observe your patrons clearly.

WAC 314-11-055
Mandatory Alcohol Server Training (MAST)

- All employees, owners and managers must have a MAST permit if they pour/serve alcohol.
- Owners and managers that supervise workers that serve alcohol must have a MAST permit.
- When working, all employees, managers and owners will have their MAST permit with them plus an acceptable piece of identification.
- The MAST permit is the property of the employee.
- MAST permits are issued from private companies only.

Call the WSLCB at 360-664-1727 or visit the web site for current providers [www.liq.wa.gov](http://www.liq.wa.gov).

The permit must be obtained within 60 days of initial employment date.

RCW 66.20.310, WAC 314-17-030
Free WSLCB ID/OS Training Classes Available

The WSLCB can train you and your employees in conducting responsible liquor and tobacco sales. We can train at your location or at our offices. Please contact your local office to make arrangements.

The WSLCB ID/OS classes are supplemental training and do not substitute for Mandatory Alcohol Server Training (MAST).
Display of License Master License with Liquor Endorsements

Your master license must be displayed on the premises so that it is available for inspection by WSLCB and other law enforcement agencies. Most businesses display the license behind the counter.

RCW 66.24.010
WAC 314-11-060
WAC 314-12-030
Minor Posting Signs Must be Displayed

- If you have an LCB age restricted area in your premises, or your whole premises is age restricted, a Minor Posting sign must be posted at each entrance.

- If you have live entertainment in your premises and you exclude minors, this sign must be up during those times.

WAC 314-11-060 and RCW 66.44.316

Get extra signs from the WSLCB Enforcement Office.
Fetal Alcohol Syndrome (FAS) Signs Required

In your premises this sign must be posted in plain view.

FAS signs it must be posted at the main entrance to the area that alcohol is sold and in the women’s restroom.

WARNING

Avoid alcohol during pregnancy.

Alcohol use during pregnancy may cause birth defects such as Fetal Alcohol Syndrome.

For more information about FAS please call March of Dimes at 1-888-MODIMES or 1-888-663-4637.

Get extra signs from the WSLCB Enforcement Office.

WAC 314-11-060
Tobacco Sign Required

- If you are licensed to sell tobacco products you must display this sign at each point of sale.

- If you have a machine dispensing tobacco products this sign must be posted on it. All machines must be in an area restricted from persons under 18. The machines must be over 10 feet from the entrances.

- If you sell cigarettes in a restricted area you still must display this sign.

Get extra signs from the WSLCB Enforcement Office.

RCW 70.155, WAC 314-10-020, WAC 314-11-060
Firearms Sign Required

- This sign must be clearly posted in your lounge or tavern, preferably at the entrance to the age restricted area.

Get extra signs from the WSLCB Enforcement Office.

WAC 314-11-060
10 PM Rule

For Spirits/Beer/Wine and Beer/Wine Restaurants that have live music (including Karaoke), patron dancing, entertainment or contests involving physical participation by patrons in a dining area after 10 pm, the licensee must either:

- Request WSLCB approval to reclassify the dining area to a classified area, thus restricting persons under 21 years of age; or

- Notify the Licensing Division in writing at least 48 hours in advance that the sale, service, and consumption of liquor will end in the dining room after 10 pm.
LCB Age Restricted Premises
(includes when the 10 pm rule is in effect)

No persons under 21 years old are allowed in your premises at any time, except:

- Persons 18-20 years old while performing janitorial service during the hours when there is no sale, service or consumption of liquor on the premises.
- Employees 18-20 years old of amusement device companies for the purpose of installing, maintaining, repairing, or removing any amusement devices.
- Security, law enforcement officers and firefighters 18-20 years old during the course of their official duties and if they are not the direct employees of the licensee.
- Minor musicians.

RCW 66.44.316
Minor Musicians

Musicians, disc jockeys, and sound or lighting technicians who are **18-20 years of age** and are being paid by the licensee;

- May work in a licensed premises or a portion of a licensed premises that is restricted to persons **21 years of age or older**, under the following conditions:

- The **18-20 year-old** musicians must remain on the stage or bandstand during their performance,

  *except*: (see next slide)
Minor Musicians

(a) Strolling musicians; and

(b) Disc jockeys and sound and lighting technicians may remain in locations as required to actively support the professional musician or disc jockey.

- The **18-20 year-old** musicians may not consume alcohol, and must have acceptable identification available for inspection at all times.

RCW 66.44.316
Minor Musicians

- The **18-20 year-old** musicians are permitted on the licensed premises no more than one hour prior to the start of their performance and not more than one hour after their performance, in order to properly set up and secure their equipment.

- During breaks, the **18-20 year-old** musicians may not remain in an area that is off-limits to persons under twenty-one years of age.

  Musicians over 21 years old may consume alcohol on a defined break.
Alterations
Local permit may be required.

WSLCB approval is required for:

- Excluding persons under 21 years of age from a Spirits, Beer, and Wine Restaurant;
- Excluding persons under 21 years of age from the dining area of a Beer and/or Wine Restaurant;
- Reclassifying a lounge as open to persons under 21 years of age.

RCW 66.28.080
WAC 314-02-130 (Alterations)
Alterations

- Extending the location of alcohol service, such as a beer garden or patio/deck service (areas must be enclosed with a barrier a minimum of forty-two inches in height).

- Storing liquor off of the licensed premises.

- Initiating room service in a hotel or motel when the restaurant is not connected to the hotel or motel, by ownership.

- You may begin liquor service in conjunction with the alteration as soon as approval is received.
Alterations

- Installing a pass-through window for walk-up customers; and

- Using a licensed premises as an access to another business.

- Any alteration that affects the size of a premises’ customer service area. For Spirits Beer & Wine licenses, floor plans must be ¼ inch = 1 foot to scale. All floor plans must be submitted to the WSLCB with a letter describing the alterations requested.
Activities

You must notify their local WSLCB Enforcement office in writing at least forty-eight hours before conducting the following activities:

- Male/female dance reviews, subject to the provisions of [WAC 314-11-050](#).
- Live boxing or wrestling;
- Contests or games where patrons are part of the entertainment;
- Hours of operation between 2 am and 6 am for licensees that sell liquor for on-premises consumption.
Changes Requiring WSLCB Approval

- **Sole Proprietors:** Changes in marital status must be reported to the WSLCB. This does not apply to corporate officers / stockholders.

- **Corporations:**
  - If the principal officers of the corporation change. Principal officers generally are President, Vice President, Secretary and Treasurer.
  - Anytime more than 10% of the outstanding issued stock is sold to a single entity; or an entity gains more than 10% of the issued stock, accumulatively.

**WAC 314-07-080**
Changes Requiring WSLCB Approval

- **Change of Location** – When you want to move your business to another location you need to apply to the WSLCB.
  
  [WAC 314-07-085](#)

- **Trade Name** – After you are licensed and want to change your Trade Name you need to apply to the WSLCB.
  
  [WAC 314-07-090](#)
Assumption of License

When you **sell your business** to another person or entity they must apply to the WSLCB for a new license.

No one can operate on your license except you.

This includes if you are a sole proprietor and decide to incorporate, establish a LLC or go into a partnership.

RCW 66.24.025

WAC 314-12-070
Spirits Beer & Wine Restaurants
Food Requirements

You **must** have the full menu with at least five complete meals in your restaurant available at least 5 hours a day between the hours of 11 am to 11 pm, at least 5 days a week.

- On any day that you serve alcohol your restaurant **must** be open the required 5 hours with full menu.
- The items needed to prepare the full menu **must** be on the premises in edible condition.

WAC 314-16-190
Food Requirements

- A complete meal is an entrée plus at least **one additional course**.
- The entrée must be heated by means of baking, roasting, broiling, or grilling AND require the use of a dining implement to eat.
- **One** of the entries may consist of a deep fried item or pizza.
- The **hours of complete menu service** must be conspicuously posted on the premises or on the menu.

- When the full menu in a Spirits/Beer/Wine Restaurant is **not available** then minimum food service **must** be available at all times that liquor is served.
- Availability of minimum food service **must** be posted in the area where alcohol is served.
- Minimum food includes sandwiches or short orders which are prepared on your premises.

WAC 314-16-190
Catering Endorsement

Spirits/Beer/Wine Restaurants

Beer/Wine Restaurants

Endorsement cost is $350.00.

Allows you to remove alcohol that you have approval to sell on your premises for service at:

- Events initiated and hosted by a non-profit society or organization
- Private events, such as receptions, held by invitation only

The event can not be held on a licensed premises.

WAC 314-02-060
Banquet Permits

- A banquet permit allows your licensed premises to be used by private individuals and groups if you wish.
- The permit allows private groups to bring alcohol on to your premises. You may charge a corkage fee.
- If the permit is to be active at the same time as the general public is in your premises, the permit area must be segregated from the general public.
- There is no selling of alcohol on a banquet permit.
- Spirits/Beer/Wine licensees cannot have any of their product in the permit area.
- You are responsible for violations.

WAC 314-18
Special Occasion Licenses

- This is a license for a non-profit group to sell alcohol at specific time, date and place.
- The license is $60.00 per day per location.
- The application process is normally 45 days.
- Minors will not be allowed in your alcohol consumption area.
Special Occasion Licenses

- All alcohol is an individual serving for on premises consumption.

- With approval, beer/wine can be sold to go, in original containers.

- All proceeds from the sale of alcohol must go directly back into the non-profit organization, except for reasonable operating costs of actual services performed.

- The WSLCB may request documents to verify the organization is a bona-fide nonprofit, who the true party(ies) of interest are, and that the organization meets the guidelines in WAC 314-05-020 and 025.

- All spirituous liquor must be purchased from a Washington state-run or contract store.
Special Occasion Licenses

- Beer and wine must be purchased at retail or from a beer or wine distributor. Breweries, wineries and out of state breweries and wineries holding a certificate of approval license may donate alcohol to special occasion license holders that are 501 (C) (3) charitable organizations.

- Alcohol manufacturers and importers and distributors may provide advertising, pouring, or dispensing of beer or wine at a beer or wine tasting exhibition or judging event. They may not provide money, goods, or services to special occasion licensees.

- Officers, directors, and/or stockholders of the organization may not have an interest in a manufacturer, importer, or distributor of alcohol.
Special Occasion Licenses

If the special occasion event is to be held at liquor licensed premises the special occasion function must be held in an area separate from areas open to the public, and the licensed premises’ liquor cannot be sold or served in the same area(s) as the special occasion license function.

- The liquor licensee cannot charge for the liquor purchased by the special occasion licensee for service at the special occasion event, but can charge for room usage, services etc.

- The liquor licensee must sign the special occasion application giving permission for the special occasion licensee to bring alcohol onto the premises.

- Special occasion licenses will not be issued for use at premises whose liquor license will be suspended on the date(s) of the scheduled event.

Tobacco

Rules for tobacco retailers:

Other Tobacco Product (OTP) includes cigars, chewing tobacco and any other products that contains tobacco but is not a cigarette.

- If you do not sell cigarettes but sell OTP you must get the tobacco license. Contact Washington State Department of Revenue to get the license.
- You must have a tobacco retailers license. The tobacco license also includes a license to sell OTP.

RCW 82.24.500 and RCW 82.24.090
Tobacco

Rules for cigarette and OTP retailers:

- All products must be purchased from a licensed Washington Wholesaler.
- All invoices showing purchases of products must be kept on the licensed premises for a minimum of five years.
- All cigarettes in your premises must have a Washington Tax Stamp on the package.
- No single cigarette sales. This does not include individual cigarettes that are packaged and have a tax stamp.

RCW 82.26.080, RCW 82.26.170, RCW 70.155.040
Tobacco

These are the stamps for the State of Washington:

Regular stamps for packs containing 20 cigarettes

Stamps for wide packs or hand stamping

Washington State Distributes these four stamps:

Stamps for packs containing 25 cigarettes

Indian allocation tax exempt stamps for sale to enrolled tribal members only
Tobacco

Sales of cigarettes from a machine:

- The machine must be located in an area that only 18-year-old and older people can access.
- The machine must be located at least 10 feet from any entrance.
- If you sell cigarettes from a machine, each machine must be licensed.
- The machine must have a minor warning sign on it.

RCW 70.155.
The End!

This is the end of your licensing briefing. If you have additional questions or want more information, please call your local liquor enforcement officer at the following offices. Numerous questions may also be answered at the WSLCB Web Site listed below. Each office is open Monday through Friday at the hours below.

**Bellingham Enforcement Office**
Phone: (360) 676-2073 or 676-2074
Office Hours: 8:00-12:00

**Bremerton Enforcement Office**
Phone: (360) 478-4500
Office Hours: 8:00-12:00

**Kennewick Enforcement Office**
Phone: (509) 734-7170
Office Hours: 9:00-1:00

**Everett Enforcement Office**
Phone: (425) 513-5114

**Olympia Enforcement Office**
Phone: (360) 753-6271

**Spokane Enforcement Office**
Phone: (509) 625-5513

**Vancouver Enforcement Office**
Phone: (360) 260-6115

**Seattle Enforcement Office**
Phone: (206) 464-6094

**Tacoma Enforcement Office**
Phone: (253) 471-5200

**Wenatchee Enforcement Office**
Phone: (509) 662-0408

**Yakima Enforcement Office**
Phone: (509) 575-2763

*Web Site: [http://www.liq.wa.gov](http://www.liq.wa.gov)*