



**COLORADO**  
**Department of Revenue**

Enforcement Division – Liquor & Tobacco

Physical Address: 1697 Cole Blvd, Suite 200  
Lakewood, CO 80401

Mailing Address: P.O. Box 17087  
Denver, CO 80217-0087  
Fax: 303-866-2428

**May 22, 2020**

**Bulletin 20-08**

**RE: TEMPORARY MODIFICATION DUE TO COVID-19 DIRECT FILING WITH STATE LICENSING AUTHORITY**

Dear Liquor Licensee and Liquor Licensing Clerks,

Licensees please directly file any temporary modification due to COVID-19 directly with the State Licensing Authority while also filing with your Local Licensing Authority for quicker review and processing. This does not presume approval by the Local Licensing Authority.

Below please see the instructions to submit your modification of premises application to the LED. You may submit the application to both the State and Local Authority at the same time.

How to Submit for a Temporary Modification due to COVID-19 with the State Licensing Authority.

For the fastest response, please email a completed application to: [dor\\_liqlicensing@state.co.us](mailto:dor_liqlicensing@state.co.us).

Licensees can pay online via our on line payment link: <https://secure.colorado.gov/payment/liquor>  
COST: **\$150.00** (Please do not pay more than this amount)

What's Required:

- Form DR 8442 - Found  
here: [https://www.colorado.gov/pacific/sites/default/files/DR%208442\\_e\\_wo\\_2.pdf](https://www.colorado.gov/pacific/sites/default/files/DR%208442_e_wo_2.pdf)
- Attach a diagram of the new premises with an outline of the entire licensed area
- Proof of your permission to use the modified area to include but not limited to statements of use, permits, easements
- A control plan which details boundaries of the licensed premises, ingress/egress, signage, hours of operation, and preventing sales to underage or intoxicated persons (An example is attached for your use)

If you have any questions please send an email to [dor\\_liqlicensing@state.co.us](mailto:dor_liqlicensing@state.co.us)

Colorado Liquor Enforcement Division