



# **CITY OF COVINGTON**

## **ALCOHOLIC BEVERAGE CONTROL LICENSE**

### **SUMMARY OF PROCEDURES TO ACQUIRE 2:30 A.M. PERMIT**

- Step 1.** Applicant obtains 2:30 a.m. Permit Application from City Finance Department, or City website ([www.covingtonky.gov](http://www.covingtonky.gov)).
- Step 2.** Applicant obtains zoning permit (certifying that business is zoned for alcohol sales and does not abut a residential use in a residential zone).
- Step 3.** Applicant turns in applications to Finance Department with valid zoning permit.
- Step 4.** City Finance Department checks to make sure applicant is not delinquent on any City obligations (such as taxes, etc.), then forwards application to ABC Administrator.
- Step 5.** ABC Administrator requests a background check from Police Department (if one has not recently been completed).
- Step 6.** ABC Administrator schedules hearing before Covington ABC Board regarding a 2:30 a.m. Permit. Notice of hearing is mailed to adjacent property owners at least seven (7) days prior to the scheduled hearing.
- Step 7.** ABC Administrator presents any adverse information from background check to ABC Board and makes a recommendation to the Board regarding the application.
- Step 8.** Applicant has opportunity to present his/her/its case in favor of the application.
- Step 9.** ABC Board deliberates and grants or denies permit application. ABC Board can also put reasonable conditions on any permit (i.e. no outdoor music after 1:00 a.m., etc...).
- Step 10.** If permit is granted, ABC Administrator signs the application signifying approval. Applicant pays \$5,000 fee, or applicable pro-rated amount, to Finance Department and is issued 2:30 a.m. Permit.

