

## **Alcohol Permit Approval Letter**

**Alcohol Licenses** are issued by the Alcoholic Beverage Control Board (ABC), not the Sheriff's Department. The closest ABC is in Stockton, CA.

This flyer/application pertains to the **Permit/Approval Letter**. ABC requires applicants to obtain from the Sheriff's Department only.

The Permit/Approval letter accompanies the original ABC forms/application(s) obtained on the ABC website.

Note: An Alcohol Permit **IS NOT** required provided the following conditions are met:

- There is **no sale** of alcoholic beverages.
- The premises are **not open** to the general public during the time alcoholic beverages are served, consumed or otherwise disposed of.
- The premises **are not** maintained for the purpose of keeping, serving, consuming, or otherwise disposing of alcoholic beverages.

If there **IS SALE** of beer, wine, or mixed drinks for cash, tickets, tokens, etc., a One-Day, One-Site Alcohol License **must be obtained from the ABC Board**.

Note: The **One-Day, One Site Alcohol** License is available **ONLY** to:

- Charitable or Non-profit organizations
- Private parties, i.e., weddings, anniversaries, quinceañeras, birthday parties, etc.

To obtain a **Permit/Approval Letter** from the Sheriff's Department you **must** submit a **complete** application available on the website at [www.scsdonline.com](http://www.scsdonline.com) (see forms). **Complete** application(s) can be dropped off in person or mailed to:

Stanislaus County Sheriff's Department  
Attn: ABC Application-Permits  
250 E. Hackett Road  
Modesto, CA 95358

We **DO NOT** accept faxed, emailed, illegible, incomplete or late applications.

Late, incomplete or illegible application cannot be processed and/or complete the application process therefore will not be accepted.

If submitted by mail, late, incomplete or illegible applications will be returned.

Complete applications are **processed in the order received** and are sent to and reviewed by the Permit Group. If approved, the applicant will receive a **Permit/Approval Letter**, from the Sheriff's Department. This **letter is to be taken to or mailed to the ABC Board** in order to obtain an actual Alcohol License.

Alcoholic Beverage Control Board State Building, Rm 168 (First Floor)  
31 East Channel Street  
Stockton, CA 95202  
Hours: 8 am-5 pm (including lunch hour)

or mail to:

Alcoholic Beverage Control Board  
P.O. Box 150  
Stockton, CA 95202  
Telephone (209) 948-7739 Fax: (209) 546-7853

If approved by the ABC, you will receive a license number which must be posted in the bar/hall area on the day of the event. **Posting this license is mandatory**. Please contact ABC for all posting requirement(s)/mandate(s) and/or if you have additional question(s), concern(s) or would like additional information pertaining to the ABC process and/or ABC alcohol license(s).



## **Stanislaus County Sheriff's Department One-Day, One Site Alcohol Permit**

Information and Application  
for  
**Permit/Approval Letter**  
provided by the Stanislaus  
County Sheriff's Department

**250 E. Hackett Road  
Modesto, CA 95358  
Telephone: (209) 525-7117**

**Fourteen (14) business day advanced notice on all event(s) is required for processing, approval or denial of application(s).**

Application **may** accompany another application, i.e. an Outdoor Entertainment Activities Application, **if** event(s) are being held on the same day **or** within 7 consecutive days of each other.

If other than indicated above, event(s) held on separate date(s) require **separate complete applications**.



# Stanislaus County Sheriff's Department

## Application for One-Day, One Site Alcoholic Beverage License Approval/Permit Letter

Faxed, emailed, late, illegible or incomplete applications will not be accepted. Applications must be **typed or printed legibly and filled out in their entirety**. Applications must be submitted to the Sheriff's Department fourteen (14) business days prior to the event date to allow time for processing, review, approval and/or denial. If additional space is required, please attach additional page(s). You may also attach any other information/document(s) you would like the Permit Group to consider. Please review all information for accuracy and legibility as **changes are not allowed after submission**. Complete applications are processed in the order received.

Name of Organization or Private Party: \_\_\_\_\_

Business or Private Party address. Do not use a P.O. Box: \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_

Organization Type (Check one):  Fraternal  Employee Assoc.  Union  Charity  Political  Other (Please specify): \_\_\_\_\_

Location/Address event is being held: \_\_\_\_\_  
(Physical address. Do not use a P.O. Box)

Date(s) of Event: \_\_\_\_\_ Day(s): \_\_\_\_\_ Hours of Event: \_\_\_\_\_  
(Month / Day / Year) (Abbreviate, i.e. Sat.-Mon.)  am  pm To: \_\_\_\_\_  am  pm

Expected Daily Attendance: \_\_\_\_\_ (Number needs to include spectators, participants & vendors).

Is the event open to the public?  Yes  No If yes, list security company name, contact persons information and number of security personnel hired.

Security Company Name: \_\_\_\_\_ Contact number: (\_\_\_\_) \_\_\_\_\_

Contact Persons Name for Security Company: \_\_\_\_\_ Number of Security Personnel Hired: \_\_\_\_\_

Is there Live Entertainment:  Yes  No. If yes, list the name and type of entertainment (i.e., Band/Singer/etc.):

Type: \_\_\_\_\_ Name of Entertainment: \_\_\_\_\_

Type of drink: \_\_\_\_\_ Type of Container: \_\_\_\_\_  
(i.e.: Beer/Wine/Mixed Drinks) (Cups/Bottles, Cans, etc.)

Bar Service Location: \_\_\_\_\_  
(Actual location where bar is to be set up at the event)

**Person in charge of event (must be present at event while license is in effect):**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(Last, First Middle Initial)

Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State Abbreviation: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(Physical address. Not a P.O. Box)

Business Phone: (\_\_\_\_) \_\_\_\_\_ Home phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

**Person requesting approval:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(Last, First Middle Initial)

Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State Abbreviation: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(Physical address. Not a P.O. Box)

Business Phone: (\_\_\_\_) \_\_\_\_\_ Home phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

**-PLEASE READ THE BELOW LISTED CAREFULLY. USE THE BOXED AREAS AS A CHECK OFF LIST AND ATTACH ALL DOCUMENTS REQUIRED/PERTAINING TO YOUR EVENT-**

<input type="checkbox"/>	Contract from security firm (if event is open to the public). Date of contract must match the date(s) and time(s) of event. (The Sheriff's Department does not provide private security).
<input type="checkbox"/>	Certificate of liability insurance listing Stanislaus County Sheriff, 250 E. Hackett Road, Modesto, CA 95358 as certificate holder. (Contact your insurance company for assistance if needed).
<input type="checkbox"/>	Letter of approval from property owner/or contract with the owner of property or designee (if other than the requestor or organization) where the event is to be conducted/held.
<input type="checkbox"/>	Map of event. Must show the course, route or streets affected by the event and/or dimensions of facility, etc. See samples or contact the Planning Department for assistance.
<input type="checkbox"/>	Completed, dated and signed Outdoor Entertainment Activities application if event is taking place outdoors.
<input type="checkbox"/>	Completed Copy of ABC application (if selling alcohol). Applications and instructions are available on the California Department Alcohol Beverage Control website.
<input type="checkbox"/>	Completed, dated and signed One-Day Alcohol permit application if serving alcohol.

**I DECLARE THIS APPLICATION HAS BEEN FILLED OUT IN ITS ENTIRETY AND THAT ALL REQUIRED DOCUMENTS HAVE BEEN PROVIDED. I ALSO DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEFS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DEPARTMENTAL USE ONLY**

A copy of complete application(s) will be routed to the Permit Group consisting of the following departments/agencies for comment(s)/approval.

All comments are due via email by: \_\_\_\_\_.

If agencies do not respond by that date they understand their comment(s) are forfeit and the Sheriff's Department will proceed under presumption that all their requirement(s) have been met.

Parks Department: 209-525-6750	Public Works Department: 209-525-4130	Planning Department: 209-525-6330	Environmental Resources: 209-525-6700	Tax Collector: 209-525-6388	Watch Commander: 209-525-7031
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