Process of obtaining a Temporary Alcohol Permit through Lee County

- Pick up your approved special event packet from Bonita Springs City Hall.

- Take the approved packet to Bonita Springs Community Development.
  
  9220 Bonita Beach Road, Suite 111
  Bonita Springs, FL 34135
  (239) 444-6150

- Take the paperwork that you receive from Community Development, the approved special event packet, and this completed form to ABT Licensing District Office.

  ABT Licensing District Office – Fort Myers
  2295 Victoria Avenue, Ste.145
  Fort Myers, FL 33901
  (239) 344-0885

For more information, go to:
http://www.myfloridalicense.com/dbpr/
If you have any questions or need assistance in completing this application, please contact the Division of Alcoholic Beverages & Tobacco’s (AB&T) local district office. Please submit your completed application to your local district office at least (7) days prior to the first date of the event to insure the permit is issued by the event date. This application may be submitted by mail, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T’s page of the DBPR web site at the link provided below.

http://www.state.fl.us/dbpr/abt/contact/index.shtml

SECTION 1 -- CHECK TRANSACTION REQUESTED

Transaction Type:
- [ ] One/Two/Three Day Permit
- [ ] Special Sales License

SECTION 2 – PERMIT or LICENSE INFORMATION

If the applicant is a corporation or other legal entity, enter the name and the document number as registered with the Florida Department of State Division of Corporations on the line below.

FEIN Number | Business Telephone Number | E-Mail Address (Optional)
--- | --- | ---

Full Name of Applicant(s): (This is the name the permit or license will be issued in) | Department of State Document #
--- | ---

Business Name (D/B/A) or Name of Event

Location of Event (Street and Number)

City | County | State | Zip Code
--- | --- | --- | ---

Mailing Address (Street or P.O. Box)

City | State | Zip Code
--- | --- | ---

Contact Person - This section is optional, see application instructions for details

Contact Person | Telephone Number | ext.
--- | --- | ---

Email Address (Optional)

Mailing Address (Street or P.O. Box)

City | State | Zip Code
--- | --- | ---

Date(s) Permit Desired

ABT District Office Received Date Stamp
**SECTION 3 – SALES TAX**
TO BE COMPLETED BY THE DEPARTMENT OF REVENUE

<table>
<thead>
<tr>
<th>Full Name of Applicant Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>The named applicant for a license/permit has complied with the Florida Statutes concerning registration for Sales and Use Tax and has agreed to pay any applicable taxes due.</td>
</tr>
</tbody>
</table>

Signed____________________________________________________Date_____________________

Title______________________________________________________

Department of Revenue Stamp:

---

**SECTION 4 - ZONING**
TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING THE EVENT LOCATION

<table>
<thead>
<tr>
<th>Location of Event (Street and Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
</tr>
</tbody>
</table>

The location complies with zoning requirements for the temporary sale of alcoholic beverages pursuant to this application for a One/Two/Three Day Permit.

Signed____________________________________________________Date_____________________

Title______________________________________________________

---

Note: College fraternities and sororities must meet certain additional conditions which can be found in the application instructions and requirements.
### SECTION 5 – DESCRIPTION OF PREMISES TO BE LICENSED
**AB&T AUTHORIZED SIGNATURE REQUIRED**

<table>
<thead>
<tr>
<th>Business Name (D/B/A) or Name of Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neatly draw a floor plan of the premises in ink, including sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises where the event will be held. A multi-story building where the entire building is to be licensed must show the details of each floor.</td>
</tr>
</tbody>
</table>
SECTION 6 - AFFIDAVIT OF APPLICANT
FOR NON-PROFIT CIVIC ORGANIZATION ALCOHOLIC BEVERAGE PERMIT

NOTARIZATION REQUIRED

Full Name of Applicant Organization

"This is to certify that the applicant requesting the permit in the above and foregoing application is a non-profit civic organization and that the permit, if used, will be used only by the organization making application, on the date(s) requested and at the location stated. By acceptance of this permit, we agree that the applicant organization, as the permit holder, is the ONLY entity that will receive any of the profits from the sale of alcoholic beverages on this permit. This is to further certify that the applicant organization has not received more than three (3) permits within the calendar year, unless otherwise authorized by law, and acknowledge that the location may be inspected and searched during the time that the permit is issued and business is being conducted without a search warrant by authorized agents or employees of the Division of Alcoholic Beverages and Tobacco, the Sheriff, his Deputies, and Police Officers for purposes of determining compliance with the alcoholic beverage laws.

I, the undersigned individual, hereby swear or affirm that I am an officer or authorized representative and am duly authorized to make the above and foregoing statements on behalf of the applicant organization. Furthermore, I swear under oath or affirmation under penalty of perjury as provided for in Sections 559.791, 562.45, and 837.06, Florida Statutes, that the foregoing information is true to the best of my knowledge."

STATE OF __________________________
COUNTY OF _______________________

______________________________
APPLICANT/ AUTHORIZED REPRESENTATIVE NAME

______________________________
APPLICANT/ AUTHORIZED REPRESENTATIVE SIGNATURE

The foregoing was (   ) Sworn to and Subscribed before me this ___________ Day
of __________, 20_________. By _________________________________ who is (   ) personally known to me
(print name(s) of person making statement)

OR (   ) who produced ____________________________________________ as identification.

______________________________ Commission Expires: ___________________
Notary Public
Full Name of Applicant Organization

"I, the undersigned individual, or if a corporation, its authorized representative, hereby swear or affirm that I am duly authorized to make the above and foregoing application for a special sales license which authorizes the sale of alcoholic beverages for period of up to three (3) days. I understand this license does not permit the sale of alcoholic beverages for consumption on the premises and only allows package sales in sealed containers and acknowledge that the location may be inspected and searched during the hours that the special sale is being conducted without a search warrant by authorized agents or employees of the Division of Alcoholic Beverages and Tobacco, the Sheriff, his Deputies, and Police Officers for purposes of determining compliance with the beverages laws.

I swear under oath or affirmation under penalty of perjury as provided for in Sections 559.791, 562.45, and 837.06, that the foregoing information is true to the best of my knowledge and that no other person or entity except as indicated herein has an interest in the special sales license and that all of the above listed persons or entities meet the qualifications necessary to hold this special sales license."

STATE OF________________  
COUNTY OF______________

_________________________________________________  
APPLICANT / AUTHORIZED REPRESENTATIVE NAME

_________________________________________________  
APPLICANT / AUTHORIZED REPRESENTATIVE SIGNATURE

The foregoing was (   ) Sworn to and Subscribed before me this ___________Day of__________, 20__________, By __________________________________, who is (   ) personally known to me

(   ) who produced ______________________________________________as identification.

_________________________________________________  
Commission Expires: ___________________  
Notary Public
ATTESTATION

This form is to be completed by the alcoholic beverage license holder ONLY when the event of the non profit organization is being held at a location that is licensed by the Division of Alcoholic Beverages & Tobacco for the sale of alcoholic beverages.

Note: This attestation must have the original signature of the alcoholic beverage license holder (only persons on file with the division may sign) and must be submitted by the non-profit group along with the application for the One/Two/Three Day Permit.

<table>
<thead>
<tr>
<th>Licensee:</th>
<th>Business Name (DBA):</th>
</tr>
</thead>
<tbody>
<tr>
<td>License #:</td>
<td>Series of Permanent License:</td>
</tr>
<tr>
<td></td>
<td>Type:</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Telephone Number ext.</td>
</tr>
<tr>
<td>E-Mail Address (Optional)</td>
<td></td>
</tr>
<tr>
<td>Name of Non-Profit Group:</td>
<td></td>
</tr>
<tr>
<td>Date(s) of Event</td>
<td></td>
</tr>
</tbody>
</table>

IMPORTANT

A One/Two/Three Day permit is being requested for an event to be held on your licensed premises. During the event, no sales or service of alcoholic beverages may be made under your alcoholic beverage license in the area identified for use by the non-profit organization. Failure to comply will result in administrative charges being filed against your license.

Signature of Licensee: ____________________________________________

Date: ____________________________