



GOVERNMENT OF PUERTO RICO

Puerto Rico Tourism Company

Rev. 4/2017

CHECK LIST APPLICATION FOR APPROVAL TO SELL ALCOHOLIC BEVERAGES REQUESTED BY THE PR TREASURY DEPARTMENT

The applicant must complete the information required and include the documents necessary so that they can be evaluated by authorized personnel from The Puerto Rico Tourism Company Planning & Development Office. **Incomplete applications will NOT be deemed properly filed for administrative purposes, and will be returned to the applicant.**

Name of the Applicant: _____
 : _____
 Postal Address: _____

 Email: _____
 Phones: _____
 Type of Proposed Use: _____
 Name of Business: _____
 Physical Address of the Business _____

SUPPLEMENTARY DOCUMENTS REQUIRED TO BE SUBMITTED IN THE INDICATED WAY

RECEIVED	
YES	NOT

1. Parcel Number (CRIM) _____
2. Copy of the Use permit issued by the OGP (P.R. Permits Management Office or an Autonomous Municipality).
3. Location Plan and/or "sketch" showing the business location site.
4. Sworn statement or letter from the owner giving an authorization to the applicant to submit the documents in his name.
5. If the applicant is a business agent, submit a Affidavit enclosed.
6. Explanatory Memorandum from the business which must include the following information:
 - Type of operation and purpose;
 - Operating hours;
 - Employees created in operational fase.



7. _____ One (1) recent photograph of the locale's façade.
8. _____ The project's preliminary plan: including floors, elevations and their dimensions.
9. _____ Drawing of the space proposed.
10. _____ If the business is a restaurant: submit a distribution plan of the furniture, kitchen, office equipment and administrative facilities.
11. _____ Menu to be offered.
12. _____ Approval of the Puerto Rico Institute of Culture, if the business location is in a historic zone.
13. _____ Type of contract and/or Lease Agreement (owner, submit deeds).
14. _____ Other documents or information (to be requested, if necessary).

If the applicant believes that a particular document requested is not applicable, it must submit its justification in writing. The Company will accept the application conditionally and will render a decision on the applicant's position within thirty (30) days following the date of the application. **The term to evaluate and issue an opinion on the approval will be thirty (30) days** as set forth in the Regulation on Administrative Procedures promulgated pursuant to Act. No. 170 of August 12, 1988, as amended.

NOTE: Compliance with the requirements set forth in this Checklist only evidences their filling, and not their evaluation.

Applicant's Signature

_____ Authorized Personnel PRTC Only _____

DATE: _____

DULY FILED: YES _____ NO _____ RETURN TO THE APPLICANT _____

BY: _____
Authorized Person of the Puerto Rico Tourism Company Planning & Development Office