

Your filing roadmap

Pinellas County. The order to do things in, and who to talk to.

No official source sets an order for the approvals below.

This is the order that wastes the least time, because each step feeds the next. It is our sequencing, not a rule. Doing them in another order is fine.

1. Check your business registration is active

Your application is incomplete without an active registration for Example Bar LLC. Look it up on sunbiz.org and confirm it says active before you file.

Document number you gave us L000000000000

2. Get fingerprinted

Do this early. The state wants your prints on file before your application arrives, and results take a few days to come back.

Give the vendor this number: ORI FL920150Z

Get printed at least 5 days before you apply.

If the vendor uses the wrong number your results go nowhere and nobody tells you.

Use a Livescan vendor approved by the Florida Department of Law Enforcement. The list of them is here:

- <https://www.fdle.state.fl.us/criminal-history-records/registered-livescan-submitters>

You have to turn up in person. It takes about ten minutes.

Who has to be printed

The state lists these people. Who that is in your business is your call.

- Each sole proprietor
- Officers and directors
- Individual shareholders owning more than one half of 1% of stock in a corporation that is not public
- General partners of a general partnership, and general partners of a limited partnership
- Officers, managing members, or managers of a limited liability company
- Partners of a limited liability partnership
- People who are directly interested in the business and receive money from it

Keep the receipt. The portal names it as something you can upload, and your checklist has a slot for it.

3. Get your Department of Revenue clearance

This one is done by email, so it is the one you can start from your desk.

- ☐ First, register the business for sales and use tax.
- ☐ Then sign your application.
- ☐ Email a copy of the completed and signed application to GTA_Beverage_License_Approval@floridarevenue.com
- ☐ Include your business partner number and your certificate number.

The Department will not process an application that is incomplete or unsigned. Your local service center

handles it. There is no published turnaround time, so start it early and chase it.

4. Get your zoning sign off

Take the Section 5 page in this packet to the zoning office for Example City, in Pinellas County. They sign the zoning block to say the location is allowed to sell alcohol.

We do not hold a contact for every zoning office in Florida, and we are not going to print a phone number we have not checked. Search for the city or county planning and zoning department, or call your county offices and ask for zoning. Ask them for the alcoholic beverage license zoning approval.

The zoning office signs to say the location meets zoning rules for selling alcohol. It is required on every new application. The one exception is a state college or university on state-owned land.

5. Get your health approval

Your license lets people drink on the premises, so this one applies to you.

Which agency signs depends on the business. If you serve food it is the Division of Hotels and Restaurants. Otherwise it may be the county health authority or the Department of Agriculture and Consumer Services. Ask which one covers you before you queue at the wrong counter.

This one is required only when people will drink on the premises. If the business serves food, the approval comes from the Division of Hotels and Restaurants.

6. Sign in front of a notary

Two parts of the packet have to be notarized: each Section 3 sheet, and the Section 9 affidavit. Take photo identification. Do not sign them before you get there, because the notary has to watch you do it.

7. File it

Florida takes these online. The portal walks through the same questions in this packet, in the same order, and your answer sheet is laid out to match its screens.

Three things about the portal that catch people out

- The four child license boxes will not accept a blank. Put 0 in the ones you do not need. Your answer sheet already shows the zeros.
- On the attachments screen, press Attach after choosing each file, and wait for the page to reload with the file listed. Pressing Next first gets you an error.
- The county dropdown does not check itself against your address. It will accept the wrong county without complaining, and the county sets your fee. Read it twice.

The sidebar names and the page headings do not match each other on some screens. Your answer sheet lists both so you can tell where you are.

Uploads are PDF only, 10 MB per file and 50 MB in total. Every file in this packet is well under that.

If you cannot scan, the portal itself says you can send a completed ABT-6001 to any district office instead. The complete form is the last file in this packet.

8. Decide about the temporary license

You said yes to a temporary license. It costs \$100, which is the \$100 floor. Pay it with your application.

The state issues one when your application looks complete and nothing in it looks disqualifying. Once it is issued you can start selling. It ends when the application is denied, or 14 days after it is approved, or when the permanent license is issued, whichever comes first.

What happens after you file

The state reviews it. If something is missing they write to you. Answer quickly, because these letters usually come with a deadline on them.

We are not going to tell you how long approval takes. No official Florida source publishes a processing time for a new beverage license, and every number you will find online traces back to somebody guessing.

Your district office

Office	Tampa
Phone	(813) 272-2610

That is who handles applications for your county. Call them with questions about your filing.

Liquor License Prep is a document preparation service, not a law firm, and does not provide legal advice. This roadmap is general published information about how Florida's process works. It is not advice about your business. If a step raises a question about your own situation, that is a question for a Florida licensed attorney.