



### **Annual Renewals**

Liquor licenses are valid for one year from the date of the approval by the Colorado Liquor Enforcement Division and must be renewed each year. Approximately 90 days prior to the expiration date of the license, you should receive a renewal application from the Colorado Liquor Enforcement Division.

Completed Renewal applications must be accompanied by both town and state fees and submitted, no later than 45 days before the license expires to the Town Clerk's Office for processing. Do not send your renewal to the State.

### **Submit to the Town Clerk's Office. (45 days in advance of liquor license expiration)**

- A list of current employees and their alcohol education verification numbers (TIPS #)
- 2 checks (State of Colorado and Town of Silverthorne)
- State of Colorado Renewal Form.