



# ALCOHOL USES- FEES AND PROCESSING

Planning & Development Department  
2600 Fresno Street, 3<sup>rd</sup> Floor, Room 3043  
Call (559) 621-8277 for an appointment or visit [www.fresno.gov](http://www.fresno.gov) for information

Policy and Procedure No.

## C-003

Date:

Revised September 2019

### Target Audience:

Planning staff and the general public

### Purpose:

The purpose of this policy is to streamline alcohol permits in order to better serve the public. **The following document contains the fees to be charged for different types of alcohol permits and the procedures for processing these applications.** This document was originally approved in 2013 and then revised in August 2018. The 2018 revisions did not modify any fees, but simply provided clarification based on code and policy changes that had occurred since 2013. This revision includes the updated fees adopted by the City Council on June 20, 2019 through Resolution No. 2019-127.

### Procedures:

1.

a. Materials.

- (i) Submit an application online by creating an account at [www.fresno.gov/FAASTER](http://www.fresno.gov/FAASTER). Submit an Application under Planning/Land Division and choose either Conditional Use Permit (Application Types 1, 2, 3 and 5 below) or a Revised Exhibit Minor- Conditional Use Permit (Application Type 4 below).
- (ii) An electronic copy of the required exhibits (site plan/plot plan, floor plan, pictures of building). Site plan and floor plan must be to scale. If a new building or addition is proposed, please reference requirements given after DRC (pre-application) meeting.
- (iii) [Operational Statement](#) indicating hours of operation, type of license being requested, security, etc. This must be uploaded electronically with your application submittal.
- (iv) Grant deed for property
- (v) Upload “dummy documents” for any other “required” documents asked for in the FAASTER system not required on this list.

b. Fees.

- (i) See Table below. The names of application types below are for the purposes of establishing fees only and do not replace full, amendment or revised exhibit processes.

Application Type	CUP Required	By-Right
1. <b>Full Alcohol Permit:</b> Applications for new off-sale licenses, bars or nightclubs	<b>\$6,752</b> \$5,595 (reduced CUP fee)	Off-sale (always requires a CUP)  <b>\$373</b>

	\$560 (environmental) \$210 (Police Review) \$247 (Fire Review) \$140 (scanning)	for on-sale zone clearance
<b>2. Full Alcohol Permit, minimal impact:</b> Applications for new restaurants or tasting rooms.	<b>\$3,955</b> \$2,798 (reduced CUP fee) \$560 (environmental) \$210 (Police Review) \$247 (Fire Review) \$140 (scanning)	<b>\$373</b> for on-sale zone clearance
<b>3. Major Modifications to Alcohol Permit (processed as an Amendment when requiring a CUP):</b> Upgrade/Expansion/Relocation in the same building or shopping center.	<b>\$2,775</b> \$1,865 (reduced CUP fee) \$560 (environmental) \$210 (Police Review) \$140 (scanning)	<b>\$373</b> for on-sale zone clearance
<b>4. Minor Modifications to Alcohol Permit (processed as a Revised Exhibit minor/file stuffer):</b> Examples include ABC permit type downgrades, complimentary alcohol in hotels, and change in hours of operation for a conforming use*.	<b>\$187</b>	<b>\$187</b>
<b>5. Full Permit in Conjunction with an alcohol use:</b> Any application that includes construction of a new building with a proposed alcohol use.	<b>\$1,865</b> for separate CUP application <b>AND</b> Full CUP or DP fees (depending on if underlying use is allowed by-right or with a CUP), plus routing and environmental review fee.	<b>\$373</b> for separate Zone Clearance application <b>AND</b> Full CUP or DP fees (depending on if underlying use is allowed by-right or with a CUP), plus routing and environmental review fee.

(ii) If an outdoor patio is proposed, additional review fees will apply.

(iii) \*A change in hours will only be considered a “Minor Modification” when extending the hours of a restaurant use. Extending the hours of operation for dancing or alcohol sales requires an amendment to the existing CUP (Major Modification fees).

c. Processing.

- (i) Applications shall be processed like any other conditional use permit application except that the project will have limited routing and additional information will be sent to the Police Department as noted below:
  - (1) Unless a new building or addition is proposed, the project shall only be routed to the Police Department, Health Department, Fire Department, and School District.
  - (2) Once the Planner receives the file, the Planner shall work up standard Police Department conditions and send them to the appropriate problem oriented policing (POP) officer to expedite the process.
  - (3) Note: minor revised exhibits to CUPs and "File stuffers" do not require noticing.
- (ii) If a building addition (including a patio) is proposed, Parks and Traffic review fees will be added to the New Fees amounts listed above.
- (iii) Environmental assessment (Categorical Exemption) and EA filing fees are included in the New Fee amounts. In some situations, an additional EA fee may be required.
- (iv) Scanning fees are included in the New Fee amounts.
- (v) \*A change in hours will only be considered a "Minor Project" when extending the hours of a restaurant use. Extending the hours of operation for dancing or alcohol sales requires an amendment to the existing DP/CUP.

**References:**

Fresno Municipal Code

Section 15-2706 (Alcohol Sales)

Section 15-2712 (Banquet Hall)

Section 15-2751 (Restaurants with Alcohol Sales, Bars, Nightclubs, and Lounges)

Chapter 15, Article 51 (Zone Clearance)

Chapter 15, Article 53 (Conditional Use Permits)

**Review and Responsibility:**

Planning & Development Department, Police Department

**Signature:**

  
Bonique Emerson, AICP, Planning Manager

**Dated:**

9-3-19

**Signature:**

  
Mike Sanchez, AICP, Assistant Director

**Dated:**

9-3-19