



## Alteration Request

(All License Types – Must submit the alteration request within 7 days of starting unless adding square footage, then this form must be submitted prior to starting alterations)

### Section 1 – General Information

Name of Licensee (person or entity who owns the license)

License Number   -     -

Business Name

Contact Name Phone

Email

Physical Address of Premises

City State ZIP

Mailing Address

City State ZIP

### Section 2 – Proposed Alteration

**(ARM 42.13.106 The department's approval of an alteration shall be valid for one year.**

**Any alterations that are not completed within one year must be resubmitted to the department for approval.)**

Proposed Start Date of Alteration         Expected Completion Date of Alteration

Is a building permit required for the alteration? ☐ Yes ☐ No

You might consider reaching out to your local health, building, and fire code officials before making any changes to the premises to ensure your proposed alterations comply with their regulations.

Provide a brief description of your proposed alteration below, including any additional square footage.

Do NOT use the new area before you have received department approval of this alteration.

### Section 3 – Proposed Alteration

Please mark ☒ below whether you will continue or discontinue operations during the alteration.

- ☐ I will continue operations during the alterations of my premises. If you marked this box, you must continue to meet the suitability requirements for your license type. Click the links to read suitability requirements: [16-3-311, MCA](#) and [ARM 42.12.145](#) (All-Beverages/Beer & Wine Licenses), [ARM 42.12.146](#) (Restaurant Beer/Wine Licenses), [ARM 42.12.147](#) (Off Premises Licenses), [ARM 42.12.148](#) (Wholesaler Licenses), [ARM 42.12.149](#) (Manufacturer Licenses).

- ☐ I will discontinue operations during the alterations of my premises. Please place my license on nonuse status.

Date of Nonuse Requested

Are you on a Seasonal Status? ☐ Yes ☐ No

If yes, do you expect to finish your alteration during your closed seasonal status? ☐ Yes ☐ No

The licensee is responsible for notifying the department once the alteration project is complete and, unless licensee attests that no building permit is required, for ensuring the department receives notification of building, health, and fire code approval for the premises.

**On-Premises:** You are not permitted to make alterations that would result in new entrances within 600 feet of a church or school on the same street.

## Section 4 – Required Documents

- ☐ Current Floor Plan - The floor plan must show the area currently licensed, using approximate dimensional measurements, including external dimensions and general layout.
- ☐ Proposed Floor Plan - The floor plan submitted must include all areas of the proposed licensed area, including approximate measurements, external dimensions, and overall layout. For more detailed instructions, refer to the [Floor Plan Specifications Fact Sheet](#) for guidance.
- ☐ Proof of possessory interest in new area (if adding additional square footage)

## Section 5 – Declaration and Affidavit

I declare under penalty of false swearing that I am either an owner of the license or the duly authorized representative of the entity submitting this application, and that the responses and accompanying information are true, correct, and complete.

Licensee/Authorized Signature \_\_\_\_\_ Date 

M	M	D	D	Y	Y	Y	Y
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Printed Name of Licensee/Authorized Signer \_\_\_\_\_ Title (Owner) \_\_\_\_\_

### Email or mail completed form to

[DORAlcoholicBeverageControl@mt.gov](mailto:DORAlcoholicBeverageControl@mt.gov)

Montana Department of Revenue  
Alcoholic Beverage Control Division  
PO Box 1712  
Helena, MT 59624-1712

**Questions?** Call us at (406) 444-6900, Montana Relay at 711 for the hearing impaired, Fax: (406) 444-0722