



## OFF-PREMISE (RETAIL) ALCOHOLIC BEVERAGE PERMIT

Dear Owner/Manager:

Thank you for choosing the City of Bentonville for your establishment. This letter is a brief summary of the responsibilities for applying for and maintaining your Off-Premise (Retail) Alcoholic Beverage Permit based on Arkansas State Law 3-5-212:

- 1) It provides for an annual permit to be issued by the City Clerk. The cost of the annual permit is \$15 plus \$5 per thousand dollars of gross sales in excess of \$1,000. Since year 1 will have no sales history, the initial fee will be \$15.00. Subsequent years will be based on 12 months of sales in a calendar year. If the fee is not paid, we are required to report to the director of ABC.
- 2) The attached application will need to be completed in full and returned to the below address.  
City of Bentonville  
Accounting Department - CK  
1000 SW 14<sup>th</sup> St  
Bentonville, AR 72712
- 3) Include a copy of your current permit issued by the State of Arkansas.
- 4) Renew each year by June 30<sup>th</sup> using the same application and include a copy of your current permit for the new renewal period.

Attached please find a copy of the application.

If you have any questions, please feel free to contact us @ 479-271-5959

Sincerely,

City of Bentonville Accounting Staff