Finance Department

City of Aurora

Tax and Licensing Division
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After Hours Application Checklist and Instructions

Welcome to Aurora's online portal. The following instructions will provide information on what documents must be submitted with the application, and how to properly upload the documents to the portal. Please read through this document before beginning the process to ensure the application is submitted successfully and in its entirety. Failure to submit all required documentation, or submission of incomplete documentation, may result in the rejection of the application.

There are two sets of documents required for a new After Hours license application. The required documents are listed below in two separate categories: city provided forms and applicant provided forms. For city provided forms, you may click on the link below to open a PDF version of the form. The form may then be completed electronically and saved for upload. For applicant provided forms, the forms will need to be scanned in or saved electronically and then uploaded to the application site. No photos will be accepted.

Steps for Submission of an After Hours License Application:

1. The applicant must register on the Aurora Citizens Access (ACA) Portal at Build Aurora Citizens Access. This portal will be used to submit the application. If registration has been completed, please skip to Step 2.

2. **Required Documentation for an After Hours License Application**:

    City Provided Forms (To access these forms, please click on the hyperlink to open the PDF):

    ☐   After Hours Club License Application

    ☐   Background Information Report- Please note that if the Operating Manager of the location is not an owner of the business, the Operating Manager must also complete and submit a Background Information Report.

    ☐   Consent to Release Financial Information Form (must be notarized)

    ☐   Bank Credit References Form List all accounts, both business and personal, used in financing of the business

    ☐ Operations & Security Plan

    Applicant Provide Forms (These forms must be provided by the applicant):

    ☐ Most recent 6 months of statements from the accounts listed on the Bank Credit References form and the Individual History Record, used in the financing of the business.

    ☐ Lease, Assignment of Lease, or Deed The document must be in the name of the applicant, and must include the location address, unit, city, state and zipcode

    ☐ Legible Floor Plan (8-1/2" x 11") must include the name and address of the applicant. The licensed premise must be outlined in BOLD and include the physical dimensions. The diagram must indicate the location of entrances, exits, kitchen, restrooms, and office. If there is a patio area, this must be included in the lease and shown on the floor plan. (Please use the entire 8-1/2 X 11 page)

Based upon the type of ownership, submit the following items:

CORPORATION	PARTNERSHIP	LIMITED LIABILITY COMPANY
Date-stamped Articles of Incorporation	Partnership Agreement	Date-stamped Articles of Organization
Current Certificate of Good Standing if corporation is over 2 years old		Current Certificate of Good Standing if corporation is over 2 years old
Certificate of Authority if a foreign corporation	Certificate of Authority if a foreign corporation	Certificate of Authority if a foreign corporation
Stock Certificates (front and back)		Copy of operating agreement
Minutes showing elections, resignations, and actions taken and/or By-Laws		Minutes showing elections, resignations, and actions taken
State Master File letter (if applicable)	State Master File letter (if applicable)	State Master File letter (if applicable)

☐ Verification of Federal Tax Identification Number

☐ Verification of State Tax Identification Number

3. **Uploading Attachments to the application Portal**

   a. Log onto your account at Build Aurora Access Portal
   b. Click on "Licenses"
   c. Click on "Apply for a License"
   d. Provide the requested information for each step of the application.
   e. Upload all documents following the Document Upload Instructions
   f. Review the application. Changes can be made by selecting the Edit option.
   g. Certify the application and submit.

4. **Application Review and Fees:** Once your application is submitted, it will be reviewed by Licensing Staff. If the application is complete, it will be accepted by the city for processing. Processing cannot begin until all application and licensing fees have been remitted. The applicant will be provided instructions on via email for remitting all state and local fees.