



Site Inspection Instructions

(updated December 26, 2012)

Applies only to Hotel/Motel w/Restaurant (series 11), Restaurant (series 12) Liquor Licensees,
and Unlicensed Premises (A.A.C. R19-1-315)

It is the responsibility of the licensee to contact the Department of Liquor to schedule a site inspection after all tables, chairs, and kitchen equipment are on site and, when applicable, patio barriers in place. To conduct this inspection, furniture and equipment are not required to be properly installed or functioning, however, patio barriers, when applicable, must be in place. Failure to schedule an inspection may delay issuance of your liquor license. A.R.S. §4-205.02(B)

If you are not ready for a site inspection within 90-days after the date that you filed your liquor license application, please request an extension in writing, specify why an extension is necessary, and include the new site inspection date you're requesting.

A non-refundable \$50 fee per site inspection will be due at the time of application.

To request a site inspection please call or email:

Officer Adam Palubeskie: adam.palubeskie@azliquor.gov
602-542-9093

Please be prepared to include/provide the following information in your request:

- 1) liquor license number
- 2) name of the business
- 3) street address where the business is located
- 4) your name and relationship to the business
- 5) your daytime phone number
- 6) your email address (if applicable)