



STATE OF ARIZONA  
DEPARTMENT OF LIQUOR LICENSES AND CONTROL

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**INDUSTRY GUIDANCE: TEMPORARY EXTENSION OF PREMISES**

The Arizona Department of Liquor Licenses & Control (herein, “*Department*”) is providing clarifying guidance on requirements, timelines, and special use considerations when applying for or modifying an extended premises.

The guidance is recommended as the Department has experienced an uptick in instances wherein event dates have been missed, applications have been returned or disapproved, and an existing extended premises was voided. All were preventable, and that is regrettable.

The legal language for extended premises is found in [A.R.S. § 4-207.03. Extended premises; application; requirements; fee.](#)

The Department’s policy is publicized here through this link, and can be found on its website at [www.azliquor.gov](http://www.azliquor.gov).

Helpful tips to promote seamless application processing are as follows:

- ☼ Read and be knowledgeable on both the law and the Department policy.
- ☼ Hit home runs on aspects of the application process you as the licensee control, to include:
  - ☼ Plan early, allowing upwards of 90 days application processing times at the local governing body and Department combined.
  - ☼ Submit complete and accurate applications.
  - ☼ Ensure detailed diagram and safety plan attachments accompany an application, as these are where the real decisions are made.
  - ☼ Know your plan, and stick to the plan – errant modifications outside of date and time as allowable by law are unrecoverable.

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- ✿ Timely respond to local governing board and Department representative inquiries.
- ✿ Avoid common pitfalls:
  - ✿ Avoid dependency on satellite imagery diagrams, as it is clear communication of new boundaries specifying the extension and safety measures that are important.
  - ✿ Equally, avoid unintelligible map labels and markers – create a map legend if needed.
  - ✿ Avoid generic safety plans, as they do not speak to the important elements of a safety plan, and will be rejected.
  - ✿ Avoid submitting a modification request using a new perimeter extension and security footprint different than the original submission.

Department Resources:

- ✿ [Extension of Premises Application](#)
- ✿ [Diagram standards and security plan elements](#)