



CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

BRYAN T. CAFFERELLI | COMMISSIONER

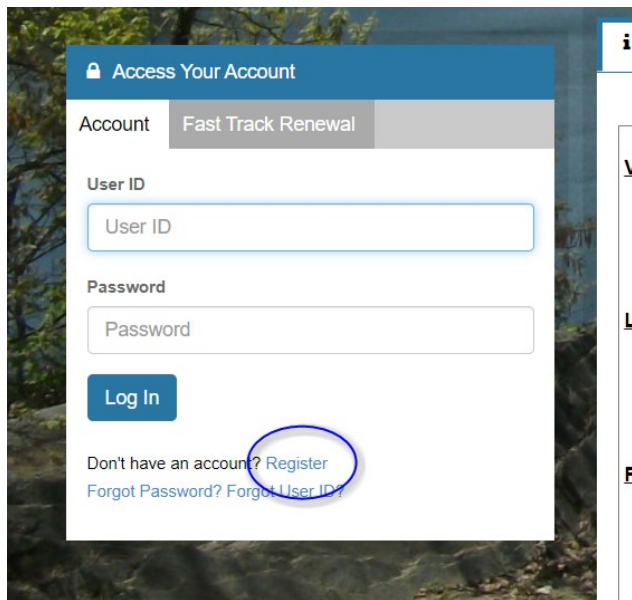
8/30/2023

Tobacco Bar Online Application Instructions

The instructions below will help you access the Café – Tobacco Bar application. Please note that this application will be accepted online only, and you can begin accessing the application on September 1, 2023 at 12:01 a.m. All applications must be received by 11:59 p.m. on October 2, 2023 per the previously announced [application timeline](#). For additional information about the tobacco bar permit application, please review our [prior announcement](#).

Step 1: Create eLicense account. To complete this application, you must be signed into eLicense using an account registered to backer. In other words, when you set up the eLicense account, you must use the backer entity’s name and should selected the “business” option instead of the “individual” option. You may create the online account before the application now before the application is live. (Note: If your backer entity previously created an eLicense account, you may utilize the same account, which may reduce the amount of information you need to enter.)

To set up an account, visit www.eLicense.ct.gov. Click “Register.”



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www.ct.gov/DCP | @ctdcp

The Department of Consumer Protection is an Affirmative Action/Equal Employment Opportunity Employer

On the next screen, select “Business.”

Register new Account

Fields marked with an asterisk * are required.

Step 1. Business or Individual

Register as:

- Individual
 Business

On the next screen, you will enter your account information. This will require you to create a user ID and password, and enter an email address. This information is important. This email address will be primary way the Department communicates about your application and the email address tied to the final permit, if issued. Choose an email address that is frequently checked and will continue to be monitored after the application period. Please maintain the user ID and password for future use, too. (Note: If you would like an attorney or consultant to receive information about your application, there will be an opportunity to enter their contact information when you fill out the application. ***Do not enter that information here.***)

Registration

Account Information

* denotes required fields

*User ID	<input type="text" value="Create Online User ID"/>
*Email	<input type="text" value="Enter Email Address"/>
*Password	<input type="text" value="Enter Password"/>
Confirm Password	<input type="text" value="Re-enter password"/>

Next, you will enter the information about your backer entity, including name and primary backer address. This should be the address where your backer entity is established for all tax and business purposes; it may be different than your permit premise address.

Personal Information

Business Name

Public Address

Attention	<input type="text" value="Attn."/>
Address	<input type="text" value="Enter Address"/>
	<input type="text" value="Enter Address"/>
City	<input type="text" value="Enter City"/>
State	<input type="text" value="Connecticut"/>
Country	<input type="text" value="UNITED STATES"/>
Zip	<input type="text" value="Enter Zip"/>
Phone Number	<input type="text" value="Enter Phone Number"/>
Cell Phone	<input type="text" value="Enter Mobile Number"/>

Mailing Address


Same as Public Address

Attention	<input type="text" value="Attn."/>
Address	<input type="text" value="Enter Address"/>
	<input type="text" value="Enter Address"/>
City	<input type="text" value="Enter City"/>
State	<input type="text" value="Connecticut"/>
Country	<input type="text" value="UNITED STATES"/>
Zip	<input type="text" value="Enter Zip"/>
Phone Number	<input type="text" value="Enter Phone Number"/>
Cell Phone	<input type="text" value="Enter Mobile Number"/>

Finally, complete the Captcha and click “create account.”

Captcha Verification

Please note that this code is case sensitive.



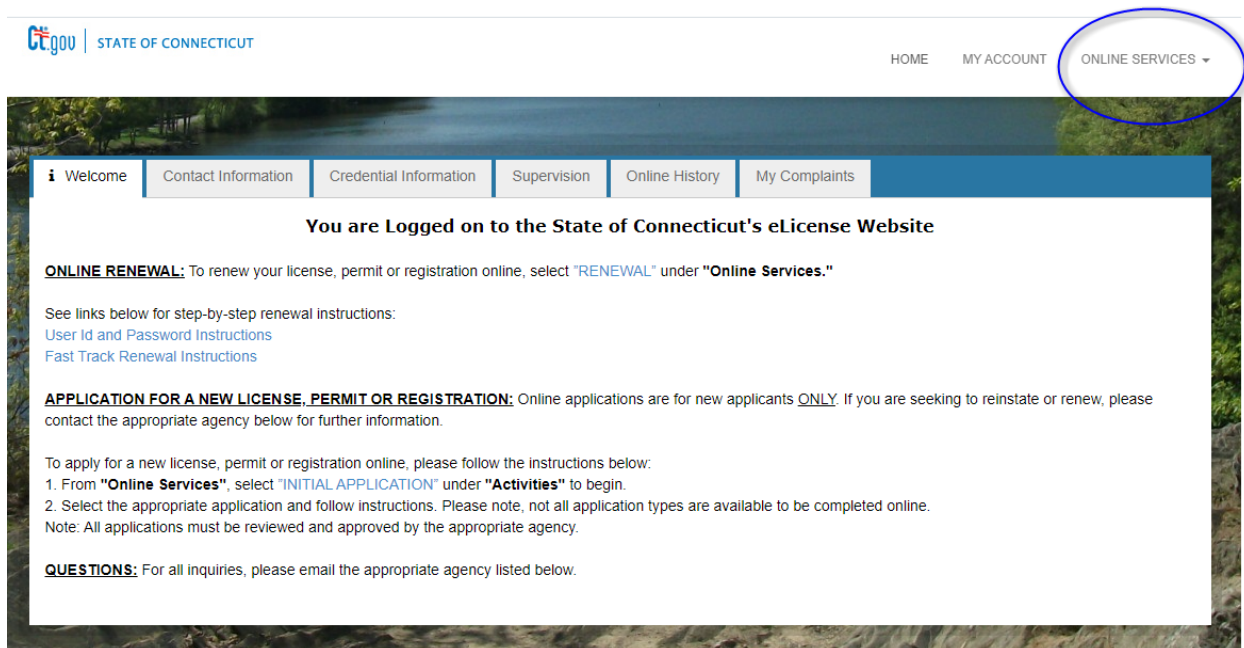
Enter Code*

0:00 / 0:06

Create Account

Step 2. Verify your account. The first time you log into eLicense utilizing your business account, you’ll need to verify the account and the email address provided.

Step 3. Access the application. After you are fully logged in, you may start your application. Click on the “Online Services” menu in the top right of the screen.



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HOME MY ACCOUNT ONLINE SERVICES ▾

Welcome Contact Information Credential Information Supervision Online History My Complaints

You are Logged on to the State of Connecticut's eLicense Website

ONLINE RENEWAL: To renew your license, permit or registration online, select "RENEWAL" under "Online Services."

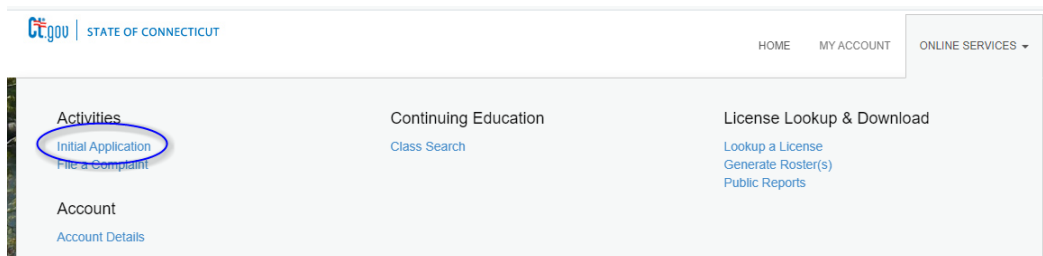
See links below for step-by-step renewal instructions:
[User Id and Password Instructions](#)
[Fast Track Renewal Instructions](#)

APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:
1. From "Online Services", select "INITIAL APPLICATION" under "Activities" to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.
Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.

From the drop down menu, select “Initial Application.”



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HOME MY ACCOUNT ONLINE SERVICES ▾

Activities
Initial Application
File a Complaint

Continuing Education
Class Search

License Lookup & Download
Lookup a License
Generate Roster(s)
Public Reports

Account
Account Details

You will come to the online applications screen. (First photo) Scroll until you see “Liquor-Retail Permits,” and click the down arrow. (Second photo).

Apply for new license

Below are all current License/Certification types available for online application.

Please expand a category to view the available types, then select "Start" for the License/Certification you wish to apply from the list:

- All
- Public Health Practitioners
- Accountancy
- Adult-Use Cannabis
- Agriculture
- Gaming
- Home Contractors
- Liquor - Retail Permits
- Liquor - Other Business Permits
- Medical Marijuana
- Medication Administration

Click on the link for “On-Premise.” You will enter the application and can begin filling it out. As you answer questions, you’ll be drawn into the specific set of questions applicable to the Café-Tobacco Bar permit.

Start	APPLICATION FOR ON-PREMISE LIQUOR (LIQ-ON)	Liquor Control Division
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Note that you do not have to complete the application all at once. You may save your work and come back to it. Simply follow the instructions above (“Online Services” → “Initial Application”) and when you come to the main online application screen, you will see a link to your pending application.

Apply for new license

Below are all current License/Certification types available for online application.

Please expand a category to view the available types, then select "Start" for the License/Certification you wish to apply from the list:

- Liquor - Other Business Permits [In Progress]
- All
- Public Health Practitioners

Step 4. Fill out the application. You must enter information about your backer entity, permittee, and business address. You'll also be asked questions about your business operation.

You will additionally be asked to upload a variety of required documents, including:

- Property documents (Proposed Premises)
 - Lease, deed, or proof of right to occupy
 - Diagram, sketch, plan or blueprint of permit premise
 - Photos of the completed and furnished interior premises
 - Photos of the exterior trade name sign, taken from a position across the street or highway
- Business Documents
 - Proof of active business filing with the Conn. Secretary of State
 - Copy of DRS Sales and Use Tax Permit
 - [Backer's Financial Statement](#)
 - [Backer Authorization Release form](#)
- Local Forms
 - [Local approval signature form](#)
 - [Public Health Certificate](#) (or copy of local health permit)
- Personal Documents
 - [Release of Financial Information and Statement of Personal History form](#) (provided for all individual members/shareholders of the backer entity and the permittee)
- Operations Documents
 - Menu of food prepared on site and/or take out menus from restaurants for delivery to premises
- Other (Might be Needed)
 - [Patio/Extension of Use/Additional Bar](#)
 - [Consultant/Attorney Representation Form](#)
 - [CHRO/Criminal Review Form](#) (provided by any individual of the backer or permittee that has a prior felony conviction)

We recommend scanning and saving as many documents as possible to your computer so that they are readily available to upload to your online application.

All questions about tobacco bar applications should be directed to: Richard.Mindek@ct.gov and Caitlin.Anderson@ct.gov.