

## Table of Contents

How to Apply for a Beer/Wine License.....	2
Registration/Login .....	2
Application Selection .....	2
Apply For New Business.....	2
Locations .....	3
Business Details.....	5
License Details.....	6
Contacts .....	6
More Info .....	8
Attachments .....	9
Signature .....	9
Review and Submit.....	10
Pay Fees After Submitting Application .....	11

# How to Apply for a Beer/Wine License

This guide will walk you through the steps for submitting a Beer/Wine License application through the [Permit & Development Portal](#).

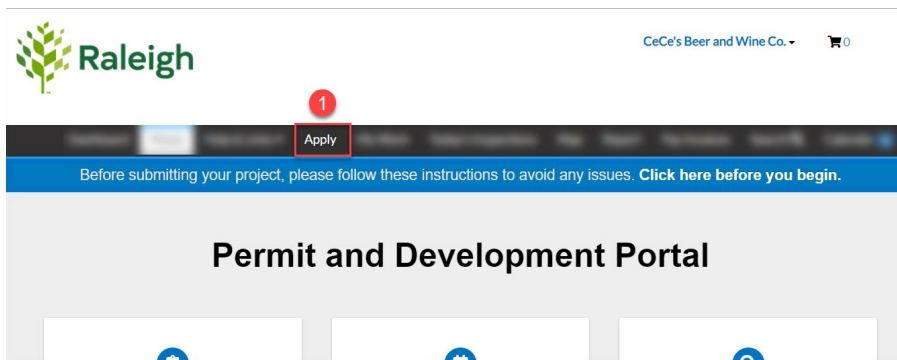
## Registration/Login

On December 13, 2023, the [Permit and Development Portal](#) launched a **new login process**. This enhanced security will optimize your Permit and Development Portal experience. When logging in for the first time, you will be required to register using the same email you have previously used for the Permit and Development Portal. This updated login will automatically link to your existing permits and plans.

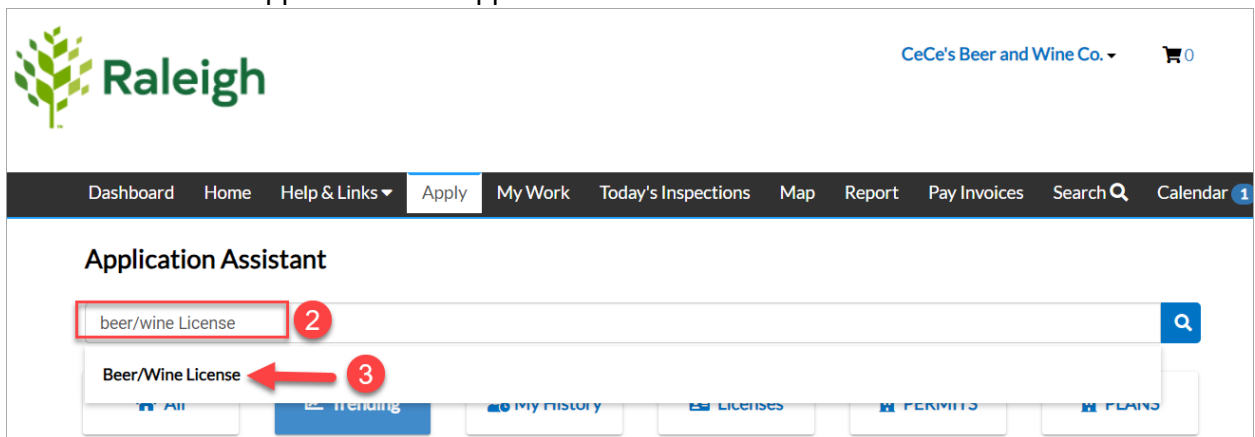
Please read the following materials **BEFORE** you try to register:  
[Registration Instructions and FAQs](#)

## Application Selection

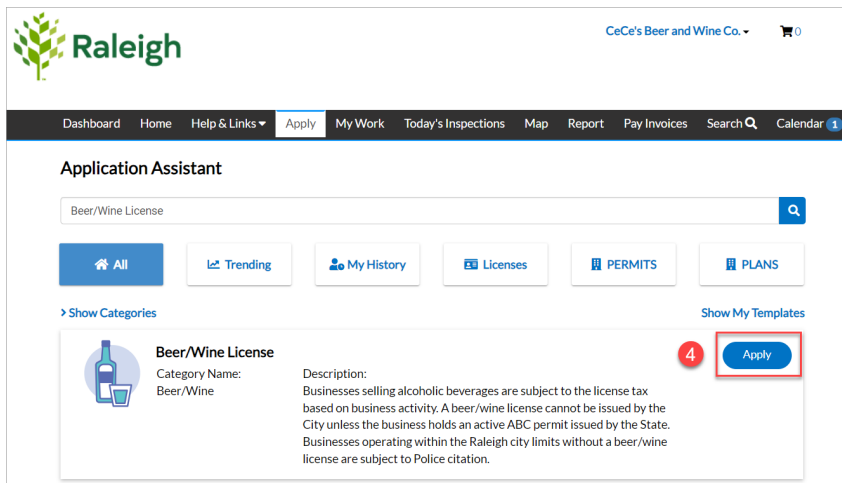
1. After customer has logged in, Click the Apply button.



2. Start typing in the name of the desired application (i.e. "Beer/Wine License"). You don't have to type it out in full.
3. Select the desired application as it appears.

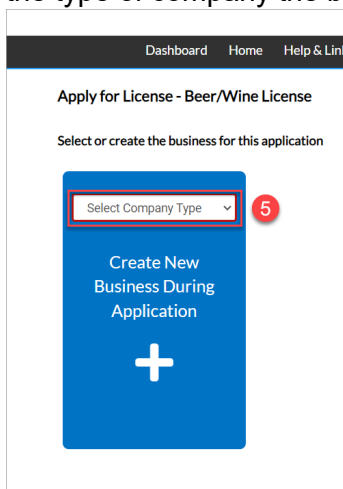


4. Click the Apply button.

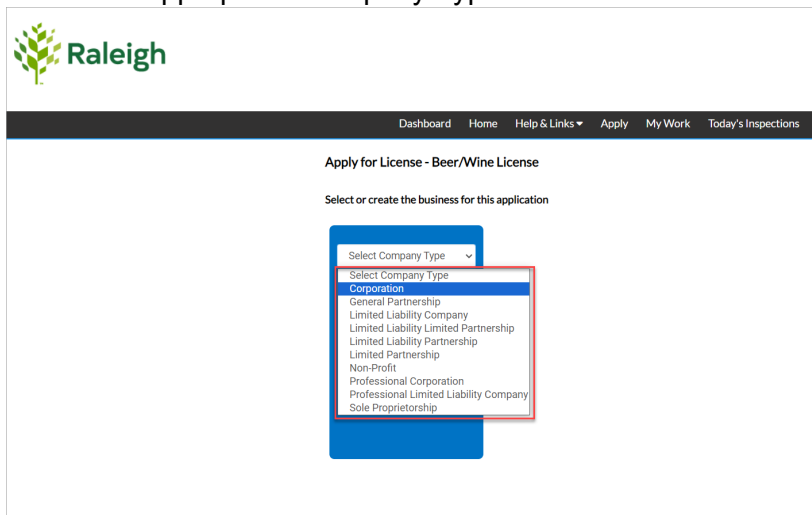


## Apply For New Business

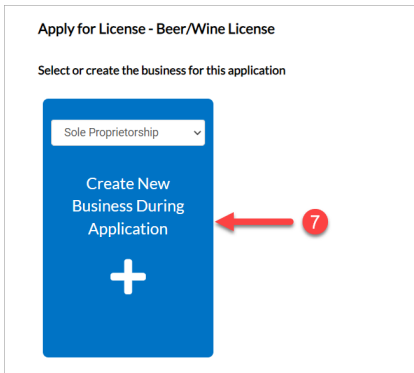
5. The first part of the application process is to create your business record. This helps define the type of company the business is and other details. Select the Company Type dropdown.



6. Select the appropriate Company Type.

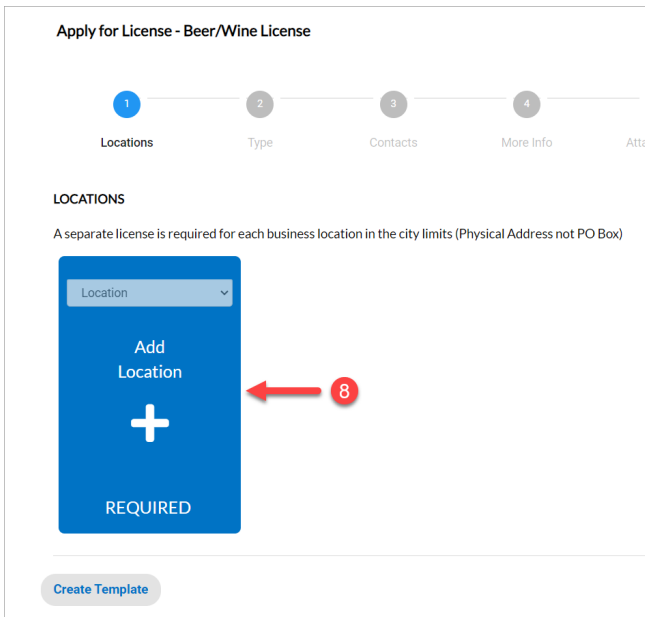


7. Select the Create New Business During Application card.

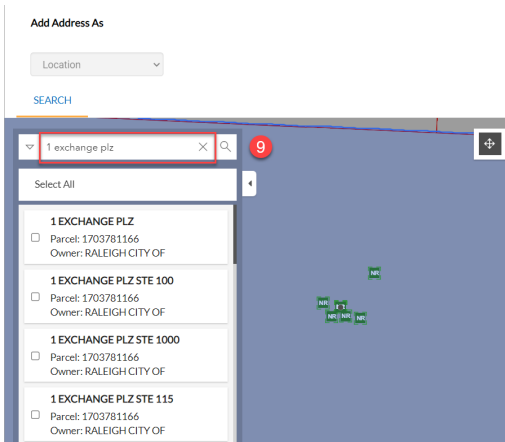


Locations

8. Select the Add Location card.

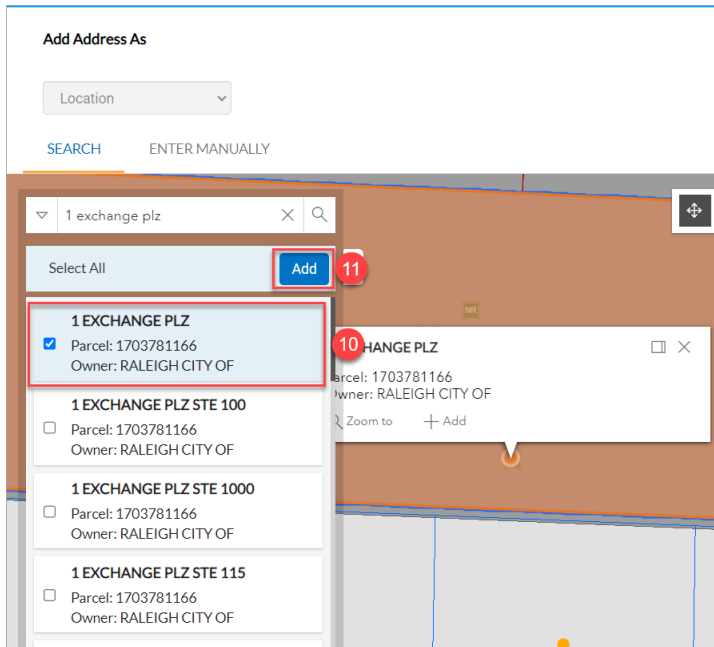


9. Enter the desired address.

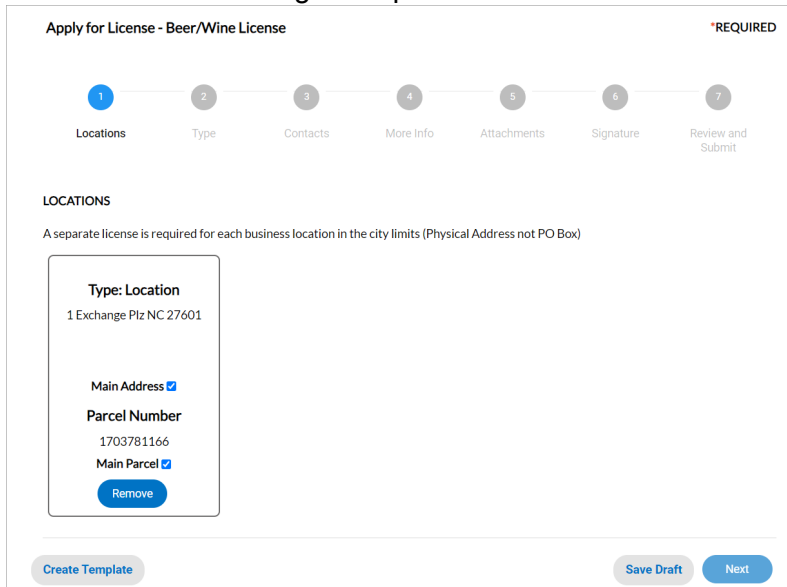


10. Select the desired Address

11. Click Add



12. At this time, the system is verifying the parcel and whether or not you can apply for this business license at this location. This process can take up to 30 seconds before the Next button is enabled (clickable). If the system has successfully verified the parcel information, the Next button will brighten up and become clickable. Please click Next.



Apply for License - Beer/Wine License \*REQUIRED

1 2 3 4 5 6 7  
 Locations Type Contacts More Info Attachments Signature Review and Submit

**LOCATIONS**  
 A separate license is required for each business location in the city limits (Physical Address not PO Box)

Type: Location  
 1 Exchange Plz NC 27601

Main Address

Parcel Number  
 1703781166

Main Parcel

[Remove](#)

12

[Create Template](#) [Save Draft](#) [Next](#)

### Business Details

13. Type the Company Name
14. Type the Business Description (*optional*)
15. Type the DBA (*doing business as*) name if there is one. (*optional*)
16. Select Commercial as the Location.

Apply for License - Beer/Wine License \*REQUIRED

1 2 3 4 5 6 7  
 Locations **Type** Contacts More Info Attachments Signature Review and Submit

**BUSINESS DETAILS**

\* Company Type

\* Company Name  13

Business Description  14

DBA  15

\* Location  16  
 Location is required.

**LICENSE DETAILS**

\* License Type

\* Description

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

## License Details

### 17. Type License Description.

Apply for License - Beer/Wine License \*REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ●, 3 (Contacts) ●, 4 (More Info) ●, 5 (Attachments) ●, 6 (Signature) ●, 7 (Review and Submit) ●

**BUSINESS DETAILS**

\* Company Type: Sole Proprietorship

\* Company Name:

Business Description:

DBA:

\* Location:  Location is required.

**LICENSE DETAILS**

\* License Type: Beer/Wine License

\* Description:  17

Buttons: Back, Create Template, Save Draft, Next

## Contacts

If logged in to the Permit and Development Portal, the user will default as the Applicant on the contact card on the Contacts step.

18. If additional contacts are needed, Select Type field.

19. Select a contact type from the dropdown.

Apply for License - Beer/Wine License

Progress: 1 (Locations) ✓, 2 (Type) ✓, 3 (Contacts) ●

**CONTACTS**

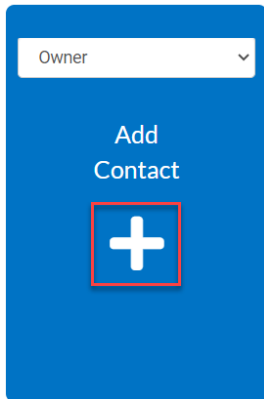
Applicant (You)  
CeCe's Beer and Wine Co.  
1 Exchange Plz, Raleigh, NC .  
27601

Contact Type Dropdown: Applicant (selected), Alternate Applicant, Applicant, Contractor, Manager, Owner, Tenant 18

19

Buttons: Back, Create Template

20. Click Add on the Add Contact card.



21. Type the Name, E-mail, or Company name in the Search field.

22. Press ENTER on the keyboard or click Search.

23. Click the Add button next to the desired contact.

24. If the contact does not exist in Global Contacts, click Enter Manually and fill in the appropriate details.

25. Complete any required fields.

26. Click Submit.




## 27. Click Next.

Apply for License - Beer/Wine License \*REQUIRED


Locations  Type  **Contacts**  More Info  Attachments  Signature  Review and Submit

**CONTACTS**

**Applicant**

  
**Courtney Bland-Fowler (You)**  
CeCe's Beer and Wine Co.  
1 Exchange Plz, Raleigh, NC,  
27601

**Owner**

  
**test testing**  
2342

Remove

Applicant ▼

+

Add Contact

Back Create Template Save Draft Next 27

## More Info

28. Enter information in all relevant and required fields. When all relevant and required fields have been entered, click Next.

Apply for License - Beer/Wine License \*REQUIRED

Locations  Type  Contacts  **More Info**  Attachments  Signature  Review and Submit

**MORE INFO**

State ABC permit information and selection of Business Activity codes.

[Top](#) | [Main Menu](#)

**Information**

Businesses selling alcoholic beverages are subject to the license tax shown below based on business activity. A beer/wine license cannot be issued by the City unless the business holds an active ABC permit issued by the state. List your State ABC permit number and indicate activities that apply to your business by selecting the appropriate activities.

\*State ABC Permit #

\*Business Activity

- Beer - On Premises
- Beer - Off Premises
- Wine - On Premises
- Wine - off Premise
- Wholesale Beer
- Wholesale Wine
- Wholesale Beer and Wine

Back Create Template Save Draft Next 28

## Attachments

29. Attachments are not required or needed for Beer and Wine Licenses. Click Next.

Apply for License - Beer/Wine License \*REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 5 Signature 6 Review and Submit 7

Attachments

click or drag files

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

Back Create Template Save Draft **Next** 29

## Signature

30. Applicant must type or scribe their name to proceed. Click Next when complete.

Apply for License - Beer/Wine License \*REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Signature 6 Review and Submit 7

SIGNATURE

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

CeCe's Beer and Wine Co.  
March, 25 2024

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X *John Doe*

Back Create Template Save Draft **Next** 30

## Review and Submit

31. Review data entered by scrolling down. If any information needs to be changed, click the Back button at the bottom left side of the screen until you have accessed the desired screen(s). Otherwise, click Submit.

**Please note:** if your business has multiple locations, a separate Beer/Wine application (steps 5-31) will need to be completed for each location.

CeCe's Beer and Wine Co. 

[Dashboard](#) [Home](#) [Help & Links](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Pay Invoices](#) [Search](#) [Calendar](#)

### Apply for License - Beer/Wine License \*REQUIRED

✓ Locations

✓ Type

✓ Contacts

✓ More Info

✓ Attachments

✓ Signature

7 Review and Submit

[Submit](#)

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#### Locations

Location	1 Exchange Plz NC 27601
Parcel Number	1703781166

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#### Basic Info

Company Name	CeCe's Beer and Wine Co.
Company Type	Sole Proprietorship
Business Description	
DBA	
Location	Commercial
License Type	Beer/Wine License

Wine off Premise  
 Wholesale Beer  
 Wholesale Wine  
 Wholesale Beer and Wine

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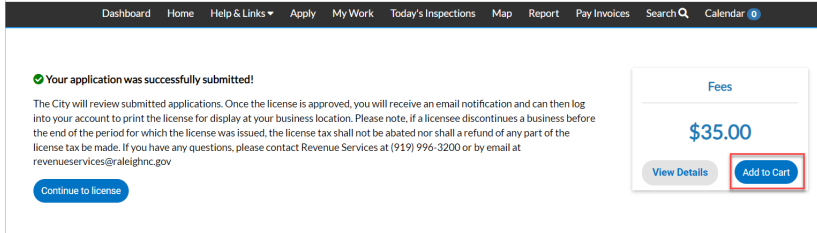
#### Attachments

[Back](#) [Create Template](#) [Save Draft](#) [Submit](#)

## Pay Fees After Submitting Application

Paying fees after submitting an application will allow you to pay for that specific invoice and any others in your cart.

1. Click Add To Cart to add the invoice to the electronic shopping cart.



Dashboard Home Help & Links Apply My Work Today's Inspections Map Report Pay Invoices Search Q Calendar

✔ Your application was successfully submitted!

The City will review submitted applications. Once the license is approved, you will receive an email notification and can then log into your account to print the license for display at your business location. Please note, if a licensee discontinues a business before the end of the period for which the license was issued, the license tax shall not be abated nor shall a refund of any part of the license tax be made. If you have any questions, please contact Revenue Services at (919) 996-3200 or by email at [revenueservices@raleighnc.gov](mailto:revenueservices@raleighnc.gov)

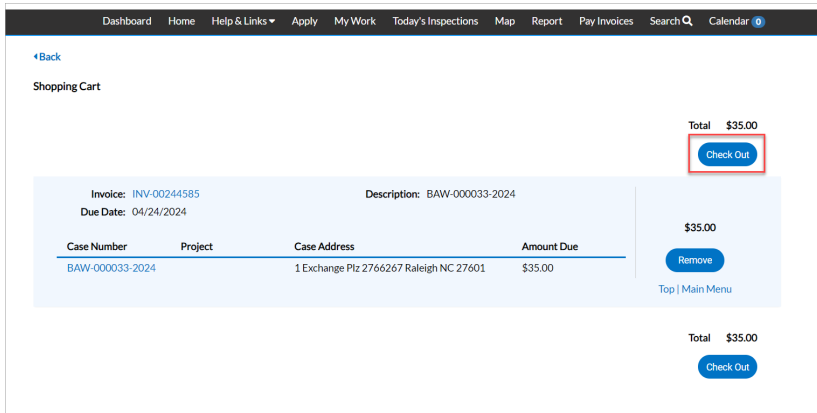
Continue to license

Fees

\$35.00

View Details Add to Cart

2. Click Check Out



Dashboard Home Help & Links Apply My Work Today's Inspections Map Report Pay Invoices Search Q Calendar

Back

Shopping Cart

Total \$35.00

Check Out

Invoice: INV-00244585 Description: BAW-000033-2024  
Due Date: 04/24/2024

Case Number	Project	Case Address	Amount Due
BAW-000033-2024		1 Exchange Plz 2766267 Raleigh NC 27601	\$35.00

Remove

Top | Main Menu

Total \$35.00

Check Out

3. Select the appropriate Payment Method and proceed with payment.

Click [here](#) for more instructions on how to pay fees in the Permit and Development Portal.