



**CHECK LIST FOR APPLICATION FOR APPROVAL FOR
USE PERMIT AND TO SELL ALCOHOLIC DRINKS**

The applicant must complete the information required and include the documents necessary so that they can be evaluated by authorized personnel from The Puerto Rico Tourism Company Planning & Development Office. **Incomplete applications will NOT be deemed properly filed for administrative purposes, and will be returned to the applicant.**

Name of the applicant: _____

:

Postal address: _____

Email: _____

Phones: _____

Type of proposed use: _____

Name of business: _____

Physical address of the business _____

**SUPPLEMENTARY DOCUMENTS REQUIRED TO BE SUBMITTED IN THE
 INDICATED WAY**

RECEIVED
 YES NOT

1. _____ Parcel Number (CRIM) _____
2. _____ File number from OGP (P.R. Permits Management Office) _____
3. _____ If the application is by an Autonomus Municipality, submit copy with the file number included or letter from the Municipality requesting the endorsment from the Puerto Rico Tourism Company.
4. _____ Location Plan and/or "sketch" showing the business location site.
5. _____ Sworn statement or letter from the owner giving an autorization to the applicant to
6. _____ submit the documents in his name.
7. _____ If the applicant is a business agent, submit a Affidavix enclosed.
8. _____ Explanatory Memorandum from the business which must include the following

information:

- Type of operation and purpose
- Operating Hours
- Employees created in operational fase.

9. ___ ___ One (1) recent photograph of the locale's façade.
10. ___ ___ The project's preliminary plan: including floors, elevations and their dimensions.
11. ___ ___ drawing of the space proposed.
12. ___ ___ If the business is a restaurant: submit a distribution plan of the furniture, kitchen, office equipment and administrative facilities.
13. ___ ___ Menu to be offered.
14. ___ ___ Approval of the Puerto Rico Institute of Culture, if the business location is in a historic zone.
15. ___ ___ Type of contract and/or Lease Agreement (owner, submit deeds).
16. ___ ___ Other documents or information (to be requested, if necessary).

 If the applicant believes that a particular document requested is not applicable, it must submit its justification in writing, The Company will accept the application conditionally and will render a decision on the applicant's position within thirty (30) days following the date of the application. **The term to evaluate and issue an opinion on the approval will be thirty (30) days** as set forth in the Regulation on Administrative Procedures promulgated pursuant to Act. No. 170 of August 12, 1988, as amended.

NOTE: Compliance with the requirements set forth in this Checklist only evidences their filling, and not their evaluation.

 Applicant's signature

----- Authorized Personnel PRTC only -----

DATE: _____

PAYMENT ENCLOSED YES _____ NO AMOUNT: _____

DULY FILED: YES _____ NO RETURN TO THE APPLICANT _____

BY: _____
 Authorized Person of The Puerto Rico Tourism Company Planning & Development Office