



Noncontiguous Alcoholic Beverage Storage Area Request (Agency Liquor Store)

Noncontiguous Agency Storage V2 5/2023

Section 1—General Information

Name of Agent(s) _____

Agency Store Number

Business Name (DBA) _____

Contact Name _____

Daytime Telephone _____

Email Address _____

Physical Address of Agency Liquor Store _____
(Street Address, City, State, and ZIP Code)

Physical Address of Proposed Storage Area _____
(Street Address, City, State, and ZIP Code)

Mailing Address _____
(Street Address, City, State, and ZIP Code)

Section 2—Description

Agent may apply to the department to have one noncontiguous storage area, that is under the control of the Agent, to be approved for onsite liquor and table wine storage, separate from the agency liquor store premises, as long as the Agent demonstrates that: there is a need for additional storage space; the space has received building, health, and fire approval; and the space is located with the same quota area, as defined in [16-4-201, MCA](#), as the agency store is located. This noncontiguous storage area, if approved, will be for the storage of liquor and table wine only and will not be accessible to the public or licensees.

Date you expect to occupy proposed noncontiguous storage space: _____

Note: Space may not be occupied prior to department approval.

Please provide a short description as to why an additional storage area is necessary and what safeguards are in place to prevent public and licensee access.

Section 3—Required Documents

1. Proposed storage area floor plan
2. Proof of possessory interest in the noncontiguous storage area (proof of ownership or lease agreement)
3. Local building, health, and fire official approval of the noncontiguous storage area

Section 4–Noncontiguous Storage Agency Store Checklist

Yes No

- 1. Is a proposed floor plan provided that demonstrates the dimensions and physical layout of the noncontiguous storage area?
- 2. Is proof of possessory interest in the noncontiguous storage area provided (proof of ownership or lease agreement)?
- 3. Are approvals from building, health, and fire officials included?
- 4. Do you understand that you are responsible for properly storing the product to prevent the product from being damaged or defective?
- 5. Will your noncontiguous storage area be physically secure, closed, and locked when not in use?
- 6. Will the storage area have adequate controls to keep product temperatures between 40 and 85 degrees? (Damaged product due to non-ventilated or inadequate storage temperatures will be at the cost of the agent.)
- 7. Will your proposed noncontiguous storage area be located within the same quota area as defined in [16-4-201, MCA](#), as the agency store is located?
- 8. Do you understand that liquor and table wine deliveries to a noncontiguous storage area may only happen if it is located at the same business address as the agency store?
 - a. Do you acknowledge that deliveries to the storage area will be unloaded by forklift or pallet jack?
 - b. Do you acknowledge that the agent will provide adequate personnel and equipment necessary to unload deliveries to avoid delays in the delivery process?

Prior to purchasing or leasing property, you may wish to contact local building, health, and fire officials to assure the proposed storage area will meet their requirements.

Section 5–Declaration and Affidavit

I declare under penalty of false swearing that I am the applicant or the duly authorized representative of the entity making this application, and that the responses provided, including any accompanying information, are true, correct, and complete.

Signature

Date

Printed Name

Title

Mail completed form and required documents to:

Department of Revenue
Alcoholic Beverage Control Division
Liquor Distribution Bureau
PO Box 1712
Helena, MT 59624-1712

Questions? Call us at (406) 444-6900, Montana Relay at 711 for the hearing impaired, Fax: (406) 444-0722

Proposed Storage Area Floor Plan

Please use this form to draw your proposed storage area. Submit a plan showing the area to be approved, using approximate dimensional measurements, including external dimensions and general layout. The plan must contain the name of the establishment, physical address, distance from their store address and the agency store number.

Business Name

Address

Date