

Guidance for a Floor Plan

There is specific information that is required to be listed on a floor plan. What is required on a floor plan will change depending upon your license type. [16-3-311](#), MCA, ARM [42.12.145](#), [42.12.146](#), [42.12.147](#), and [42.12.149](#).

On-Premises Consumption All-Alcoholic Beverages & Beer and Wine Licenses:

- Exterior dimensions
- Entity name and DBA name, if different
- Alcoholic beverages license number
- Complete physical address
- Date of the submission of the floor plan (month/day/year)
- Identify these areas:
 - Walls and doors/stairs (Where do they lead?)
 - Service area(s)
 - Stationary drink prep area(s)
 - All alcoholic beverage storage area(s)
 - Patio/deck (if planning on allowing alcohol here)
 - Perimeter barrier of the patio/deck (type and height), if applicable
 - Drive through window(s), if applicable
 - Noncontiguous storage area (if applicable). A noncontiguous storage area means an area for the storage of alcoholic beverages that is not located within or accessible from the interior or a licensed premises and requires a separate application.

On-Premises Restaurant Beer and Wine Licenses:

- Exterior dimensions
- Entity name and DBA name if different
- Alcoholic beverages license number
- Complete physical address
- Date of the submission of the floor plan (month/day/year)
- Identify these areas:
 - Walls and doors/stairs (Where do they lead?)
 - Service area(s)
 - Kitchen
 - Dining room
 - Seating (at least 1/2 of the seating capacity must be located within the dining room)
 - Stationary drink prep area(s)
 - All alcoholic beverage storage area(s)
 - Patio/deck (if planning on allowing alcohol here)
 - Perimeter barrier of the patio/deck (type and height), if applicable
 - Drive through window(s), if applicable
 - Noncontiguous storage area (if applicable). A noncontiguous storage area means an area for the storage of alcoholic beverages that is not located within or accessible from the interior of a licensed premises and requires a separate application.

Manufacturers:

- Exterior dimensions
- Entity name and DBA name, if different
- Alcoholic beverages license number
- Complete physical address
- Date of the submission of the floor plan (month/day/year)
- Identify these areas:
 - Walls and doors/stairs (Where do they lead?) All manufacturing and storage areas located on the contiguous property - Any other manufacturer locations not on the contiguous property must be on a separate sheet with the above information
 - Sample room, if applicable
 - Drink preparation area(s)
 - Patio/Decks (if planning on allowing alcohol here)
 - Perimeter barriers of the patio/deck (type and height), if applicable
 - Drive through window(s), if applicable
 - Permanent floor-to-ceiling walls, if applicable

Off-Premises Consumption Beer and Wine

- Exterior dimensions
- Entity name and DBA name if different
- Alcoholic beverages license number
- Complete physical address
- Date of the submission of the floor plan (month/day/year)
- Identify these areas:
 - Walls and doors/stairs (Where do they lead?) All alcoholic Beverage storage area(s)
 - Drive through window(s), if applicable

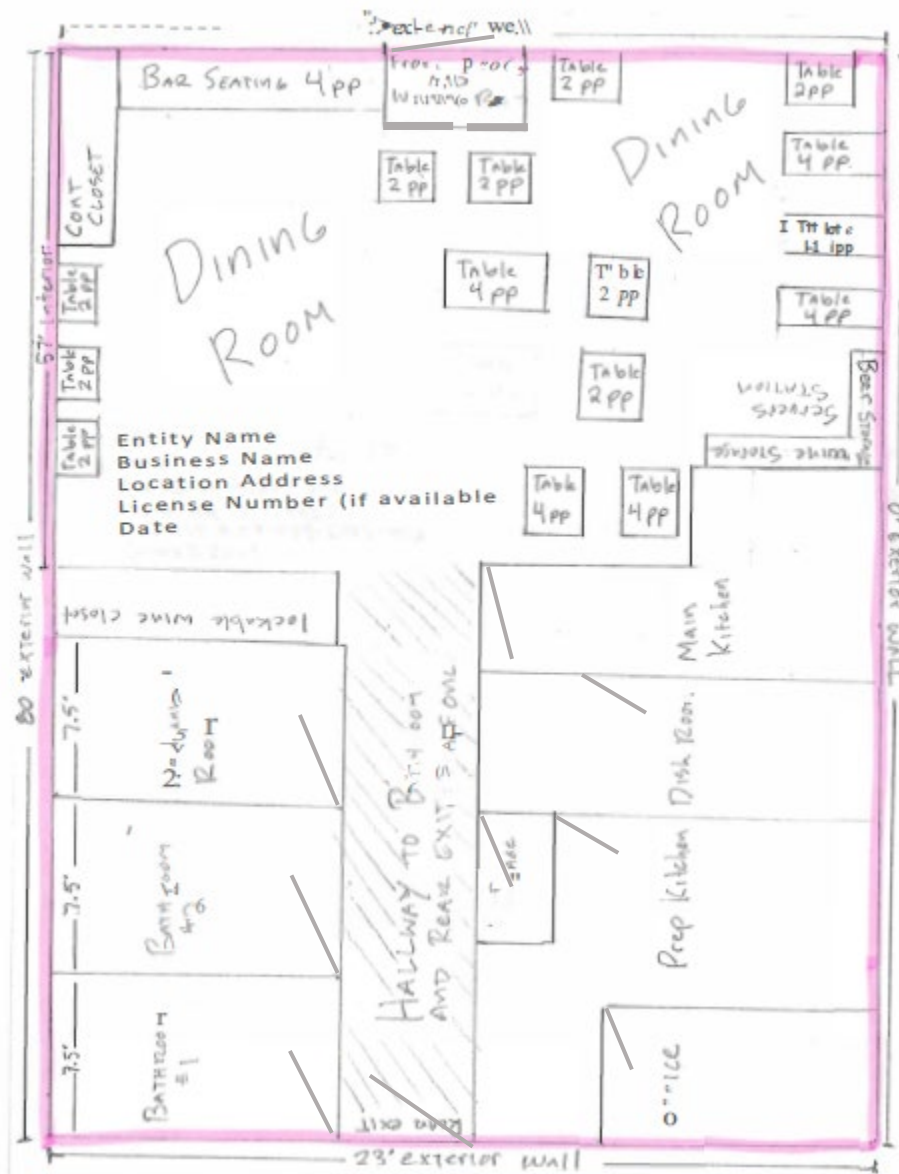
NOTE: Some floor plans will require more information identified on it based on their specific situation such as a license operated at a golf course, movie theatre, or if there is a concession agreement in operations at the licensed premises, etc. Please reach out to your licensing specialist with any questions.

Floor Plan Specifications



ALCOHOLIC
BEVERAGE
CONTROL
DIVISION
MONTANA

See below for an example of an on-premises floor plan



Questions? Contact a licensing specialist for your county ([Contact a Licensing Specialist list](#)).

All licensees must comply with all Federal and Montana alcoholic beverage laws and rules.

[16-3-311](#), MCA, ARM [42.12.145](#), [42.12.146](#), [42.12.147](#), and [42.12.149](#)

8.2023 Please note that the information in department communications may have been modified, superseded, or made obsolete by changes in federal or state law or the Administrative Rules of Montana. If you need to verify the current validity of any Department of Revenue communication, please contact us.

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