



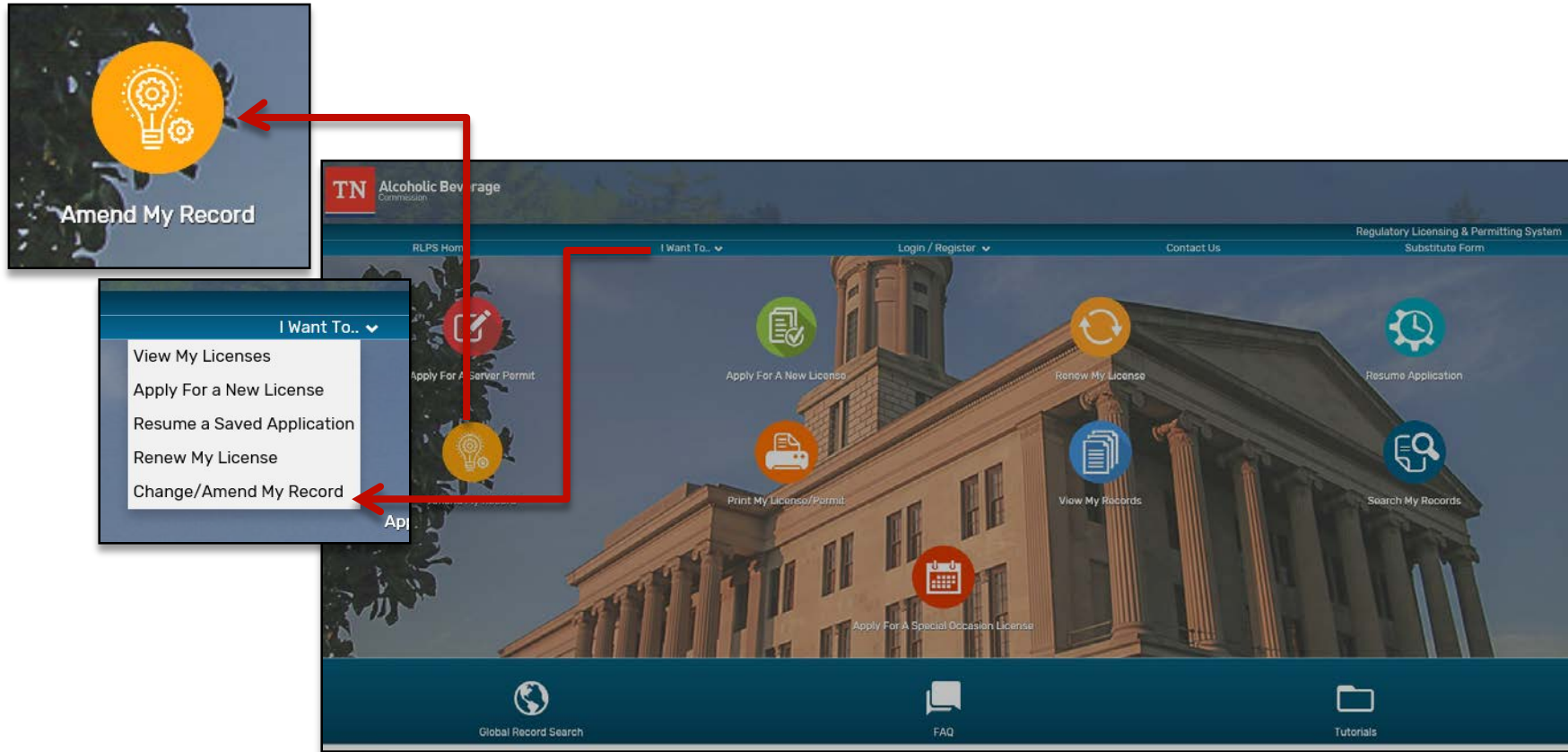
Expansion of Premises License Amendment Tutorial

RLPS Site Modification Amendment Process

- RLPS Citizen Access
 - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
 - Site Modification Amendment Process
 - Assumes user has a previously created RLPS account

RLPS Site Modification Amendment Process

- To begin, locate and **click on the Amend my Record button** on the home screen or use the “I Want To…” option from the navigation bar.



RLPS Site Modification Amendment Process

- Next, **log into your RLPS account**

Home Licenses

Notice:
This feature requires registration and/or login, please login to continue.

E-mail: Password: **Login »**

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may register for a free RLPS Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »



RLPS Site Modification Amendment Process

- Navigate to the license record to be amended; click the **Amendment** action button.

Amendment

Home **Licenses**

Create an Application Search Existing

My Records

The list below displays your active License, Permit, Application, Renewal, Change Request, and Citation Records.

[View record detail](#) by clicking on the RLPS ID of the record.

[Outstanding fees or fines](#) may be paid for by clicking the "Pay Fees Due" link next to the record.

[Incomplete records](#) may be resumed by clicking the "Resume Application" link next to the record.

[Renew](#) a license by clicking the "Renew" link next to the record. The "Renew" link will only appear 45-days prior to expiration if the license is in good standing and all fines have been paid.

Showing 41-42 of 42 | Add to collection

| <input type="checkbox"/> | Action | RLPS ID | RLPS Record Type | Expiration Date | Record Status | DBA/Business Name |
|--------------------------|-----------|---------------------|---------------------------------------|-----------------|---------------|------------------------|
| <input type="checkbox"/> | | 19A-CRTL-WGS-035323 | Retail Food Store License Application | | Issued | Hina's Liquor and Wine |
| <input type="checkbox"/> | Amendment | LBRST-SHE-1900702 | Restaurant License | 09/11/2020 | Active | Buffalo Wild Wings |

< Prev 1 2 3 4 5 Next >

RLPS Site Modification Amendment Process

- Select the **Change Request Site Modification** amendment type. Click **Continue Application**.

LBDSOC-DAV-2000178 

Home **Licenses**

Create an Application Search Existing

Select an Amendment Type

Choose one of the following available amendment types. For assistance please visit our website by clicking here.

- **Change request for Certified Manager / Certified Clerk** – Select this record to make adjustments to the license’s Certified Manager and Certified Clerk Lists. This is for Retail Food Store and Retail Package Store Licenses only.
- **Change Request Information Owner** – Select this record to change the Business’ DBA Name, correct the Business Name or Address, close the business, or update ownership information.
- **Change Request Site Modification** – Select this record to inform ABC of modifications to the current structure or layout where the business is located. This is NOT for relocation of the business.

Search

- Caterer Event
- Change Request for Designated Manager
- Change Request Information Owner
- Change Request LBD Manager Info
- Change Request Site Modification**
- Training Roster

- Change Request LBD Manager Info
- Change Request Site Modification**
- Training Roster

Continue Application »



RLPS Site Modification Amendment Process

- Input required information. Click **Continue Application**.

Change Request Site Modification

1 Change Request 2 Documents 3 Review 4 Record Issuance

Step 1: Change Request > Change Request

* indicates a required field.

County of Business Location

COUNTY

* County of Business Location:

DAVIDSON

Site Modification Information

SITE MODIFICATION INFO

* Description of modification:

Expansion of Premises

spell check

Save and resume later

Continue Application »

RLPS Site Modification Amendment Process

- Submit required documentation

Step 2: Documents > Documents

* indicates a required field.



Attachment

THE SUBMISSION OF GOVERNMENT ISSUED IDENTIFICATION DOES NOT GUARANTEE THE ISSUANCE OF A LICENSE.

VERIFICATION OF QUALIFIED STATUS UNDER TENNESSEE LAW AND FEDERAL LAW IS REQUIRED PRIOR TO THE ISSUANCE OF A LICENSE

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Applicants Claiming United States Citizenship **MUST** provide a copy of one (1) of the following:

1. Tennessee Driver's License, or photo ID issued by Department of Homeland Security.
2. A valid driver license or ID issued by another state provided its issuance requirements meet Department of Homeland Security criteria.
3. An official birth certificate issued by a U.S. state, territory, or other jurisdiction. Puerto Rican birth certificates issued before July 1, 2010 do not count.
4. A federally issued birth certificate.
5. A valid, unexpired U.S. passport.
6. A report of birth abroad of a U.S. citizen.
7. A certificate of citizenship.
8. A certificate of naturalization.
9. A U.S. citizen ID card.
10. Any successor document to #'s 4-9 above.
11. SSN that the entity may verify with the Social Security Administration in accordance with Federal Law.

Applicants claiming qualified alien status must submit two (2) or more copies of the following forms, one of which

MUST be a U.S. government issued photo ID, as determined by U.S. Homeland Security to be acceptable for verification through the SAVE program. Common types of documents used to verify immigration status are:

- I-551 (Permanent Resident Card or "Green Card")
- I-766 (Employment Authorization Card)
- I-327 (Reentry Permit)
- I-571 (Refugee Travel Document)
- Machine Readable Immigrant Visa (with Temporary I-551 language)
- I-20 (Certificate of Eligibility for Nonimmigrant F91) student status-"student visa")
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
- I-94 (Arrival/Departure Record)
- Unexpired Foreign Passport

Unacceptable forms of Identification:

- Drivers License
- Social Security Cards
- Consulate Cards

The maximum file size allowed is 25 MB.

| Action | Name | Type | Size | Latest Update |
|-------------------|------|------|------|---------------|
| No records found. | | | | |

*Type:

US Government-Issued Photo Ident™

Remove



RLPS Site Modification Amendment Process

- Required Documentation (Cont.)
- **You should include the following documents in the application**
 - A letter that describes the expansion being sought, including how the patio is connected to the premises and has a clearly defined border;
 - A diagram that shows the patio space that will be added;
 - The lease or deed for such space that will be added.
 - NOTE: If such space is covered by the lease or deed already on file with the TABC for this establishment, then please annotate lease/deed information in the explanation letter
 - Pictures of the patio space to be added.

**See 'Notes' page for details regarding application and expansion of premises processes*



RLPS Site Modification Amendment Process

- Record your new **Record Number**

Home **Licenses**


LBDSOC-DAV-2000178

Create an Application Search Existing

Change Request Site Modification

1 Change Request 2 Documents 3 Review 4 Record Issuance

Step 4: Record Issuance

 Your record has been successfully submitted.
Please print your record and retain a copy.

Thank you for using RLPS Citizen Access.
Your Record Number is 20M-DMGR-000058.

You will need this number to check the status of your record.

You may view your record detail, check status, and upload additional documentation by clicking the View Record Details button below.

[View Record Details »](#)



Notes

- After the initial application is submitted, a \$300 application fee will be charged.
- As a part of the application process, our agents will perform a visual inspection of the establishment's patio and may contact the establishment if the inspection agent has any questions.
- Many establishments will only wish to have parking lot patios during the COVID19 pandemic. These parking lot patios must be permanent in place until such time as the establishment is ready to fully remove the patio from its licensed premises.
- When an establishment wishes to remove a patio from their licensed premises, the establishment does not need to submit another application, but should notify the TABC in writing (or email) that the establishment will be removing the patio.
- If an establishment removes the patio and later decides to add the patio back, then another application to expand the premises must be filed.
- The border of the patio must clearly define the premises such that customers can clearly tell where the premises begins and ends. The border should also not be easily moved.
- The patio must be connected to the licensed establishment. **There can be reasonable openings to allow ingress and egress between the patio and the establishment, provided that signs are posted at such spots specifying that alcoholic beverages cannot be taken past such point**
- If a parking lot is shared by multiple tenants under a lease, then an expansion into that parking lot cannot be approved without the express written permission of the landlord.



RLPS Help

- For questions or concerns:
 - Contact the RLPS helpdesk
 - Email: TABC_RLPS.Technical@tn.gov
 - Phone: (615)-532-2297



Thank You