

Total paid: \$ (office use only)
Receipt number: (office use only)



Virginia Alcoholic Beverage  
Control Authority

Agent: (office use only)
Record number: (office use only)

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## CONTINUATION OF OPERATIONS PERMIT (COOP)

### A. GENERAL COOP INFORMATION

Code of Virginia § 4.1-212 A 16 states: Any person who, through contract, lease, concession, license, management or similar agreement (herein after referred to as the contract), becomes lawfully entitled to the use and control of the premises of a person licensed by the Board to continue to operate the establishment to the same extent as a person holding such licenses, provided such person has made application to the Board for a license at the same premises. The permit shall (i) confer the privileges of any licenses held by the previous owner to the extent determined by the Board and (ii) be valid for a period of 120 days or for such longer period as may be necessary as determined by the Board pending the completion of the processing of the permittee's license application. No permit shall be issued without the written consent of the previous licensee. No permit shall be issued under the provisions of this subdivision if the previous licensee owes any state or local taxes, or has any pending charges for violation of this title or any Board regulation, unless the permittee agrees to assume the liability of the previous licensee for the taxes or any penalty for the pending charges. An application for a permit may be filed prior to the effective date of the contract, in which case the permit when issued shall become effective on the effective date of the contract. Upon the effective date of the permit, (a) the permittee shall be responsible for compliance with the provisions of this title and any Board regulation and (b) the previous licensee shall not be held liable for any violation of this title or any Board regulation committed by, or any errors or omissions of, the permittee.

For the purposes of this application the term contract will be defined as above. The terms "previous owner" and "previous licensee" shall be interchangeable with the term "current licensee." The term "permittee" shall be interchangeable with the term "applicant entity."

### B. INSTRUCTIONS

- Type or print legibly in black ink.
- Read thoroughly and complete application in full.
- Complete both portions of Section 1.
- Complete Section 2, Number 1 or attach a list in the same format. This information can be obtained using the Licensee Search form on ABC's website under Licensee Resources.
- Check the appropriate box for Section 2, Number 2 and attach documents as required. State tax information can be obtained from the Virginia Department of Taxation ([www.tax.virginia.gov](http://www.tax.virginia.gov)). Local tax information can be obtained from the Commissioner of Revenue for each locality. Pending violation information should be obtained from the current licensee.
- Attach a copy of any related Contract of Sale/Lease or Deed and Executed Affidavit.
- Complete Section 3.
- Complete Section 4. Have both **THE CURRENT LICENSEE** and **THE APPLICANT ENTITY** sign the affidavit. Each signature must be properly notarized.
- Mail the following items to the address below:
  - Completed application
  - All required documents
  - Nonrefundable application fee of \$50
- Upon application approval a Permit Issuance fee is required.
  - COOP Issuance fee of \$50.00

**Virginia Alcoholic Beverage Control Authority**  
**License Records Management**  
**PO Box 3250**  
**Mechanicsville, VA 23116**

### C. PRIVACY STATEMENT

**PRIVACY STATEMENT:** Date of birth and federal and state tax identification numbers are collected for proof of identity. The Virginia Alcoholic Beverage Control Authority (ABC) considers all personal/tax information collected as confidential information and will not provide information to any entity except as authorized by the Code of Virginia §58.1-3 or 2.2-3700 through 2.2-3714.

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## CONTINUATION OF OPERATIONS PERMIT (COOP)

### SECTION 1

#### WHEREAS, A CONTRACT EXISTS BETWEEN:

##### THE CURRENT LICENSEE

- \*Organization name: \_\_\_\_\_
- \*Address: (street) \_\_\_\_\_
- (city/town) \_\_\_\_\_
- (state) \_\_\_\_\_
- (zip + 4) \_\_\_\_\_

AND

##### THE APPLICANT ENTITY

- \*Organization name: \_\_\_\_\_
- \*Address: (street) \_\_\_\_\_
- (city/town) \_\_\_\_\_
- (state) \_\_\_\_\_
- (zip + 4) \_\_\_\_\_

### SECTION 2

#### WHEREAS, THIS AGREEMENT:

- Confirms that **THE APPLICANT ENTITY** has made application to the Board for a license for the location or locations represented in the contract and that are hereby listed or attached.
  - Current License Number: \_\_\_\_\_
  - Current Trade Name: \_\_\_\_\_
  - Applicant License Number: \_\_\_\_\_
  - Applicant Trade Name: \_\_\_\_\_
  - Physical Address: \_\_\_\_\_
- Confirms that (*check only one box*):
  - THE CURRENT LICENSEE** does not owe any state or local taxes and does not have any pending charges for violation of Title 4.1 of the Code of Virginia or Board regulations.
  - THE APPLICANT ENTITY** agrees to assume the liability of **THE CURRENT LICENSEE** for any state or local taxes owed and/or the penalty for any pending charges for violation of Title 4.1 of the Code of Virginia or Board regulations. A list of any pending charges including the charge or charges, current license number, current trade name, applicant license number, applicant trade name and physical location is hereby attached. A list of any state or local taxes owed is hereby attached in the same format.
- Confirms that if a permit is issued, **THE APPLICANT ENTITY** shall be responsible for compliance with the provisions of this title and any Board regulation.
- Confirms that if a permit is issued, **THE CURRENT LICENSEE** shall not be held liable for any violation of Title 4.1 of the Code of Virginia or any Board regulation committed by, or any errors or omissions of, **THE APPLICANT ENTITY**.
- Confirms that a copy of the contract(s) as defined on page one is hereby attached to this application.
- Serves as the written consent of **THE CURRENT LICENSEE** to the issuance of the permit to **THE APPLICANT ENTITY**.

### SECTION 3

#### WHEREAS, THE CONTRACT AND THIS AGREEMENT:

Shall be executed and effective the \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

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## CONTINUATION OF OPERATIONS PERMIT (COOP)

### SECTION 4

#### SWORN AFFIDAVITS:

<p><b>THE CURRENT LICENSEE</b> (as identified on page 2)</p> <p>To witness in support of the foregoing, the undersigned makes oath that the statements contained therein and all attachments are true.</p> <p>Name* (print): _____</p> <p>Signature: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p><b>NOTARIZATION OF AFFIDAVIT</b></p> <p><i>Note to Notary: You must verify the affiant's identification through documentation and have the affiant swear or affirm that the above information is true to the best of his/her knowledge and belief.</i></p> <p>State of _____</p> <p>County/city of _____</p> <p>Subscribed and sworn before me on this _____ day of _____ (month), _____ (year).</p> <p>Notary public signature: _____</p> <p>My notary commission expires: _____</p> <p>Registration number: _____ (required of Virginia-appointed notaries public)</p> <div data-bbox="1218 504 1542 714" style="border: 1px solid black; padding: 5px;"> <p>Notary Stamp (required of Virginia-appointed notaries public)</p> </div>
<p><b>THE APPLICANT ENTITY</b> (as identified on page 2)</p> <p>To witness in support of the foregoing, the undersigned makes oath that the statements contained therein and all attachments are true.</p> <p>Name* (print): _____</p> <p>Signature: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p><b>NOTARIZATION OF AFFIDAVIT</b></p> <p><i>Note to Notary: You must verify the affiant's identification through documentation and have the affiant swear or affirm that the above information is true to the best of his/her knowledge and belief.</i></p> <p>State of _____</p> <p>County/city of _____</p> <p>Subscribed and sworn before me on this _____ day of _____ (month), _____ (year).</p> <p>Notary public signature: _____</p> <p>My notary commission expires: _____</p> <p>Registration number: _____ (required of Virginia-appointed notaries public)</p> <div data-bbox="1218 1081 1542 1291" style="border: 1px solid black; padding: 5px;"> <p>Notary Stamp (required of Virginia-appointed notaries public)</p> </div>

**\*NOTE:** Only an owner of the business; a partner, if the business is a partnership; a member/manager of a limited liability company; or an officer or director of a corporation, if the business is a corporation, or the authorized legal representative of any of the above is authorized to sign this application.

### OFFICE USE ONLY

Date received: _____	Referred to: _____	Application fee: _____
Postmarked date: _____	Date referred: _____	License fee: _____
Receipt no.: _____	Region: _____	CBC fee: _____
License no.: _____	Territory no.: _____	Total: _____