



STATE OF INDIANA

ALCOHOL AND TOBACCO COMMISSION

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To: Alcoholic beverage permit applicants

From: Indiana Alcohol and Tobacco Commission (ATC)

Date: June 19, 2015

Re: Policy on Letters of Authority

MEMORANDUM

HB 1542 requires the commission to issue a letter of authority to operate upon final approval of a permit and upon the request of the permittee. The ATC will issue a letter of authority to operate after the commission votes to approve the permit and a final inspection is completed by Indiana State Excise Police (ISEP).

To ensure that requested letters of authority may be processed timely, the commission requests that the permittee present a copy of the floor plan signed by the ISEP officer when requesting the letter of authority. Additionally, requests for letters of authority may be submitted prior to the commission meeting, but will only be issued after final commission approval.