

Guide for Floor Plan Creation and Submissions

There is specific information that is required to be listed on a floor plan at the initial application and when you alter your premises. **Why?** This helps the Cannabis & Alcohol Regulation Division (CARD) determine the suitability of the premises and demonstrate that the licensee has adequate control over all alcoholic beverage sales, service, consumption, and storage in accordance with the laws and rules.

What is required on a floor plan will depend on your license type and premises type (i.e. bar, restaurant, ski hill, golf course, hotel, swimming pool, guest ranch, etc.). See [16-3-311](#), [16-3-302](#), MCA, ARM [42.12.101](#), [42.12.145](#), [42.12.146](#), [42.12.147](#), and [42.12.149](#).

If architect or blueprint drawings are sent in, please have them easy to read (not too “busy”), have clear labels, AND be legible.

SECTION 1: All Floor Plans (Including Each Building, if there is More Than One Allowed) Must Have the Following with Clear Labels and Must be Legible:

- Exterior dimensions
- Entity name and DBA name (if different)
- Alcoholic beverages license number (if existing)
- Complete physical address
- Date of the submission of the floor plan (month/day/year)
- Other buildings and/or structures on the property (if applicable)
- All storage areas for alcoholic beverages
- Sales area(s) for alcoholic beverages
- Interior access to any interior portion of the building(s) on the licensed premises
- Identify other areas:
 - All walls, doors, stairs, etc. (Where do stairs lead?)
 - All rooms should show a door
 - **Highlight** the whole licensed premises where you intend to sell, serve, and/or store alcoholic beverages
- Include a key explaining any area’s highlights, colors, symbols, etc. if needed

SECTION 2: On-Premises Consumption All-Alcoholic Beverages & Beer and Wine Licenses (Including Each Building, if there is More Than One Allowed) Must Also Show:

- At least one stationary drink prep area
 - May include more stationary drink prep area(s)
 - May include moveable stationary drink prep area(s)
- Service and consumption area(s)
- Sales and service in one building or a specific portion of one building
- Patio/deck (if planning on selling and serving alcohol on the patio/deck) immediately accessible from the interior premises:

- Clearly marked path connecting the interior premises and the patio/deck
 - Have a perimeter barrier or existing natural boundary defining the border of the patio/deck (type and height) (if applicable)
- Drive through window(s) (if applicable)
- Concessioned area(s) (maximum 3 concessionaires [resort licenses are restricted to 1 concessionaire] per license allowed per [16-4-418, MCA](#) unless grandfathered):
 - Use another highlighted color to differentiate the area(s)
 - Identify the DBA of the concessionaire
- Any leased or subleased kitchen, or another specified area within its premises allowing another business to operate on its licensed premises (NOT concessioned area)
 - Ensure adequate physical safeguards are in place to prevent access to the alcoholic beverage inventory by the other business entity
 - Clearly marked on the floor plan (i.e. highlight with another color)
 - Must have a separate point of sales system and may be involved in the sales or service of alcoholic beverages
- Noncontiguous storage area (if applicable):
 - A noncontiguous storage area is an area for the storage of alcoholic beverages that is not located within or accessible from the interior of the licensed premises

SECTION 3: On-Premises Restaurant Beer and Wine Licenses Must Also Show:

- Kitchen
- Dining room
- Seating (at least 1/2 of the seating capacity must be located within the dining room)
- At least one stationary drink prep area
 - May include more stationary drink prep area(s)
 - May include moveable stationary drink prep area(s)
- Service and consumption area(s)
- Sales and service in one building or a specific portion of one building
- Patio/deck (if planning on selling and serving alcohol on the patio/deck) immediately accessible from the interior premises:
 - Clearly marked path connecting the interior premises and the patio/deck
 - Have a perimeter barrier or existing natural boundary defining the border of the patio/deck (type and height) (if applicable)
- Drive through window(s) (if applicable)
- Any leased or subleased kitchen, or another specified area within its premises allowing another business to operate on its licensed premises
 - Ensure adequate physical safeguards are in place to prevent access to the alcoholic beverage inventory by the other business entity
 - Clearly marked on the floor plan (i.e. highlight with another color)
 - Must have a separate point of sales system and may be involved in the sales or service of alcoholic beverages
 - **NOTE:** Must still meet the definition of "restaurant" and fulfill the license requirements
- Noncontiguous storage area (if applicable):

- A noncontiguous storage area is an area for the storage of alcoholic beverages that is not located within or accessible from the interior of the licensed premises

SECTION 4: Manufacturers Must Also Show:

- 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 required floor plan information
- Sample room (if applicable), showing:
 - Drink preparation area(s)
 - Service and consumption area(s)
 - Patio/deck (if planning on selling and serving alcohol on the patio/deck) immediately accessible from the interior premises:
 - Clearly marked path connecting the interior premises and the patio/deck
 - Have a perimeter barrier or existing natural boundary defining the border of the patio/deck (type and height)
- Drive through window(s) (if applicable)
- Permanent floor-to-ceiling walls when next to another alcoholic beverage license that is not a collocated (aka stacked) license

SECTION 5: Off-premises consumption Beer and Wine Must Also Show:

- Drive through window(s) (if applicable)

SECTION 6: Beer Wholesaler and Table Wine Distributor (Includes Sub-Warehouses) Must Also Show:

- Sufficient space for the storage and distribution of beer and/or table wine in large quantities
- Interior access to any interior portion of the premises
- More than one building for storage and distribution purposes on contiguous property (if applicable)

SECTION 7: Resorts, Guest Ranches, Ski Hills and Golf Courses Floorplans Must Also Show:

- The whole property
- Identify other buildings on the property and note if those buildings are part of licensed premises
- At least one stationary drink prep area:
 - May include more stationary drink prep area(s)
 - May include moveable stationary drink prep area(s)
- Service and consumption area(s)
- Patio/deck (if planning on selling and serving alcohol on the patio/deck) immediately accessible from the interior premises:
 - Clearly marked path connecting the interior premises and the patio/deck
 - Have a perimeter barrier or existing natural boundary defining the border of the patio/deck (type and height)
- Drive through window(s) (if applicable)

- Concessioned area(s) (maximum 1 concessionaire per license allowed per [16-4-418, MCA](#) unless grandfathered):
 - Use another highlighted color to differentiate the area
 - Identify the DBA of the concessionaire
- Noncontiguous storage area (if applicable):
 - A noncontiguous storage area is an area for the storage of alcoholic beverages that is not located within or accessible from the interior of the licensed premises
 - A resort alternate alcoholic beverage storage facility
- Certain Licensees Able to Have Additional Retail Service Buildings or Structures:
 - Must:
 - Submit a plat-style map showing the location of each proposed additional retail service building or structure on the licensee's property
 - Show adequate physical safeguards to prevent access by individuals other than the licensee or its employees
 - Apply to and receive approval from ABCD to add the building or structure BEFORE using
 - GOLF COURSE SPECIFIC (Golf Course Beer/Wine and All-Beverages licenses)
 - May use an additional building or structure, one per nine holes of the golf course, designed to serve golfers alcoholic beverages during the course of play
 - ALL-BEVERAGE/RESORT ALL-BEVERAGE May Use:
 - A building in the primary indoor lodging quarters of a hotel or other short-term lodging facility
 - A permanent alcohol service structure in a swimming area separate from the main licensed premises
 - Up to two additional permanent structures on a ski hill separate from the main licensed premises; or
 - An additional structure that constitutes the clubhouse or primary indoor recreational quarters of the golf course, separate from the main licensed premises
- ABCD Designated Guest Ranches with Licenses Must Show:
 - A plat-style map that accurately describes the guest ranch property, including:
 - All indoor and outdoor portions of the premises;
 - The permanent building where alcoholic beverages will be served;
 - All other temporary, mobile, or partial structures; and
 - The property's boundaries

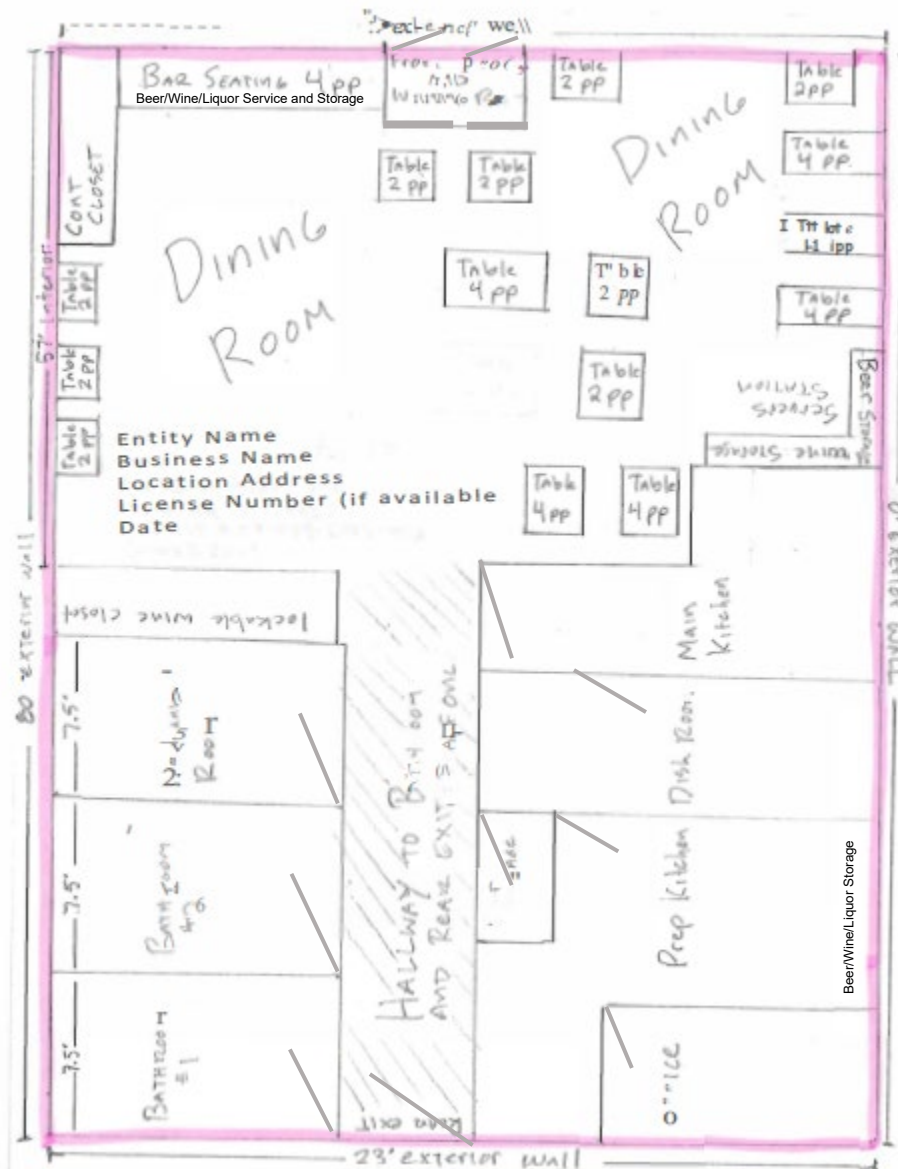
SECTION 8: Colocated (“Stacked”) Licenses Premises Must Also Show:

- The above On-Premises Consumption All-Alcoholic Beverages & Beer and Wine Licenses list requirements
- The above Manufacturer list requirements

NOTE: Some floor plans may require additional information to be identified based on their specific situation, such as a license operated at a golf course, movie theater, or if a concession agreement is in place for operations at the licensed premises. Please contact your licensing specialist with any questions.

Floor Plan Specifications

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



Questions? [Contact an Alcohol Licensing Specialist](#)

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

8.2024 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.

