

Permits Online (PONL) Original DSP Application Screen Shots

(Includes the data required by the Registration of Distilled Spirits Plant information collection, and also is used to amend an existing DSP registrations and as the DSP bond exemption application, all approved under 1513-0048.)

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The browser's address bar and tabs are visible at the top. Below the browser window is a header banner for the Alcohol and Tobacco Tax and Trade Bureau (TTB), U.S. Department of the Treasury. The banner includes the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury".

Below the banner, the user is logged in as "Michael Hoover". Navigation links include "Collections (0)", "Reports (16)", "Account Management", and "Logout".

The main content area features a navigation bar with three tabs: "Home", "Alcohol Permits & Registrations", and "Tobacco Permits & Firearms Registration". Below the tabs are links for "Create a New Application" and "Search Your Applications".

The section titled "TTB's Permits Online Applications" contains the following text:

You may now create an original or amended application. Click here for a [description of application types](#) currently available.

You must read and accept the terms below before beginning your application.

Please "Allow Pop-ups from This Site" before proceeding.

Under penalties of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete. The applicant must immediately notify the TTB official with whom this application is filed of any change in ownership, management, or control of the applicant (in the case of a corporation, any change in the officers, directors, or persons holding 10 percent or more of the corporate stock). The business for which this application is made

☒ I have read and accepted the above terms.

[Continue Application »](#)

The footer of the page displays the "UNITED STATES DEPARTMENT OF THE TREASURY" logo and the time "10:35 AM".

https://www.ttbonline.gov/permitsonline/ TTBWEB Home TTB | Permits Online | Custom... TTB Online- Permits Online... x

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 **ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**
U.S. Department of the Treasury

Logged in as **Michael Hoover** | [Collections \(0\)](#) | [Reports \(16\)](#) | [Account Management](#) | [Logout](#)

[Home](#) [Alcohol Permits & Registrations](#) [Tobacco Permits & Firearms Registration](#)

[Create a New Application](#) | [Search Your Applications](#)

Select an Application Type

Click here for a [description of application types](#). For assistance please contact TTB at 1-855-TTB-PONL.

IMPORTANT: To protect the security of your information, your Permits Online session will end two hours after you have signed on regardless of whether you are continuously working or not. If you are not able to complete and submit your application in that time, please make sure to save your progress by clicking on "Save and resume later" so your work is not lost.

TIP: You must complete all Owner Officer Information (OOI) application(s) prior to starting a commodity application. After submitting all OOIs to TTB, you will receive an OOI Tracking Number. You will need to insert each OOI Tracking Number into the OFFICER/OWNERSHIP INFORMATION table in your commodity application.

--Select a Category--
Original AFP
Original Brewery
Original DSP
Original SDS TFA USGOV
Original WHL IMP
Original Winery
Owner Officer Information
Request Access - Existing Data

 

If you have difficulty accessing any information in the site due to a disability, please contact us via email (Permits.Online@ttb.gov) and we will do our best to make the information available to you.

To contact TTB for more information or support in using the Permits Online system, please call 1-855-TTB-PONL (1-855-882-7665) or visit the [Permits Online Customer Support site](#) for online resources and information.

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF

10:36 AM
8/14/2017

The screenshot shows a web browser window at <https://www.ttbonline.gov/permitsonline/>. The page title is "Application for New Distilled Spirit Plant (Beverage and Industrial)". A progress bar at the top indicates six steps: 1. Contacts & Location (active), 2. Application Information, 3. Business Information, 4. Review and Submit, 5. Cash Bond Amount, and 6. The current step is "Step 1: Contacts & Location > Business Contacts".

Below the progress bar, there is a section titled "Application Contact" with a sub-header "Application Contact". A note states: "Safari users, please click [here](#) for instructions on setting your Safari preferences to use Permits Online without error." The text instructs the user to enter information about the contacts associated with the application, noting that only required contact types will be listed. A description of each contact type follows:

- Application Contact:** This information pertains to the primary person who will track the application in Permits Online and receive email notifications from TTB. The Person listed as the Application Contact must be a registered user of Permits Online and have signature authority.
- Business Headquarters:** This section pertains to the business entity or person, if sole proprietor applying for approval. Supply your Legal Business Name as shown registered with the Internal Revenue Service (IRS). Individuals applying as a sole proprietor should use their given name.
- Mailing Address:** Provide the address where your mail is received.
- Officer-Owner:** This information pertains to the individual person that will be listed on the original or amended application filed with TTB as an officer, owner, member, or partner with the applicant entity. All address fields refer to the legal residence (home address) for the application contact person identified in this section. A separate Officer/Owner Information Application must be filed for each individual.

Below the text, there are two buttons: "Auto Fill" and "New".

Below the buttons, there is a section titled "Business Headquarters" with a sub-header "Business Headquarters". A note states: "Safari users, please click [here](#) for instructions on setting your Safari preferences to use Permits Online without error." The text instructs the user to enter information about the contacts associated with this application, noting that only required contact types will be listed. A description of each contact type follows:

- Application Contact:** This information pertains to the primary person who will track the application in Permits Online and receive email notifications from TTB. The Person listed as the Application Contact must be a registered user of Permits Online and have signature authority.
- Business Headquarters:** This section pertains to the business entity or person, if sole proprietor applying for approval. Supply your Legal Business Name as shown registered with the Internal Revenue Service (IRS). Individuals applying as a sole proprietor should use their given name.

The browser window shows the address bar, tabs, and a taskbar at the bottom with various application icons and the system clock showing 10:38 AM on 8/14/2017.

NOTE: To amend an existing DSP registration in PONL, respondent downloads existing PONL DSP registration and edits or changes the appropriate information.

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Application for New Distilled Spirit Plant (Beverage and Industrial)

- 1 Contacts & Location
- 2 Application Information
- 3 Business Information
- 4 Review and Submit
- 5 Cash Bond Amount
- 6

Step 1: Contacts & Location > Business Contacts

* Indicates a required field.

Application Contact

Safari users, please click [here](#) for instructions on setting your Safari preferences to use Permits Online without error.

Please enter information about the contacts associated with this application. Only those contact types required for your specific application will be listed. A description of each contact type follows:

Contact Information

*First Name: Middle Name: *Last Name:

Position/Title:

Business Name: ?

Address:

*City: *State: --Select-- *Zip:

Country: United States

*Primary Phone: Alternate Phone: Fax:

*E-mail:

Continue Clear Discard Changes

Application Contact: This information pertains to the primary person who will track the application in Permits Online and receive email notifications from TTB. The Person listed as the Application Contact must be a registered user of Permits Online and have signature authority.

Business Headquarters: This section pertains to the business entity or person, if sole proprietor applying for approval. Supply your Legal Business Name as shown registered with the Internal Revenue Service (IRS). Individuals applying as a sole proprietor should use their own name.

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Business Headquarters

Safari users, please click [here](#) for instructions on setting your Safari preferences to use Permits Online without error.

Please enter information about the contacts associated with this application. Only those contact types required for your specific application will be listed. A description of each contact type follows:

Application Contact: This information pertains to the primary person who will track the application in Permits Online and receive email notifications from TTB. The Person listed as the Application Contact must be a registered user of Permits Online and have signature authority.

Business Headquarters: This section pertains to the business entity or person, if sole proprietor applying for approval. Supply your Legal Business Name as shown registered with the Internal Revenue Service (IRS). Individuals applying as a sole proprietor should use their given name.

Mailing Address: Provide the address where your mail is received.

Officer-Owner: This information pertains to the individual person that will be listed on the original or amended application filed with TTB as an officer, owner, member, or partner with the applicant entity. All address fields refer to the legal residence (home address) for the application contact person identified in this section. A separate Officer/Owner Information Application must be filed for each individual.

✔ **Contact added successfully.**

Name:
Email Address: JohnDoe@DoesDistillery.com
Primary Phone: 202-555-0000
Business Name: Doe's Distillery
EIN: 09-8765432
PO Box:
Address: 123 Street
City, State, Zip: Washington, DC, 20000
[Edit](#) [Remove](#)

[Continue Application »](#) [Save and resume later:](#) 

 

If you have difficulty accessing any information in the site due to a disability, please contact us via email (Permits.Online@ttb.gov) and we will do our best to make the information available to you.

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ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury

Logged in as Michael Hoover | Collections (0) | Reports (16) | Account Management | Logout

Home Alcohol Permits & Registrations Tobacco Permits & Firearms Registration

Create a New Application | Search Your Applications

Application for New Distilled Spirit Plant (Beverage and Industrial)

1 Contacts & Location 2 Application Information 3 Business Information 4 Review and Submit 5 Cash Bond Amount 6

Step 1: Contacts & Location > Business Location

* Indicates a required field.

Premise Address

This section pertains to the physical location and address where your approved operations will take place.

Street #: Fraction: Direction: * Street Name: Type: Suffix:

--Select-- --Select-- --Select-- --Select-- --Select-- --Select--

Unit Type: Unit No.:

--Select--

Rural Address: ?

Other Address: ?

* City: * State: * Zip: County:

--Select--

* Premise Contact Name: * Premise Phone Number:

Continue Application » Save and resume later: »

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Home Alcohol Permits & Registrations Tobacco Permits & Firearms Registration

Create a New Application | Search Your Applications

Application for New Distilled Spirit Plant (Beverage and Industrial)

1 Contacts & Location 2 Application Information 3 Business Information 4 Review and Submit 5 Cash Bond Amount 6

Step 1: Contacts & Location > Mailing Address * Indicates a required field.

Mailing Address

Safari users, please click [here](#) for instructions on setting your Safari preferences to use Permits Online without error.

Please enter information about the contacts associated with this application. Only those contact types required for your specific application will be listed. A description of each contact type follows:

Application Contact: This information pertains to the primary person who will track the application in Permits Online and receive email notifications from TTB. **The Person listed as the Application Contact must be a registered user of Permits Online and have signature authority.**

Business Headquarters: This section pertains to the business entity or person, if sole proprietor applying for approval. Supply your Legal Business Name as shown registered with the Internal Revenue Service (IRS). Individuals applying as a sole proprietor should use their given name.

Mailing Address: Provide the address where your mail is received.

Officer-Owner: This information pertains to the individual person that will be listed on the original or amended application filed with TTB as an officer, owner, member, or partner with the applicant entity. All address fields refer to the legal residence (home address) for the application contact person identified in this section. A separate Officer/Owner Information Application must be filed for each individual.

✔ Contact added successfully.

Name: Michael D. Hoover
Email Address: Michael.Hoover@ttb.gov
Primary Phone: 202-453-2135
Business Name:
EIN:
PO Box:
Address: 1310 G Street, NW., Box 12
City, State, Zip: Washington, DC, 20005
[Edit](#) [Remove](#)

[Continue Application »](#) Save and resume later: 

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Home Alcohol Permits & Registrations Tobacco Permits & Firearms Registration

Create a New Application | Search Your Applications

Application for New Distilled Spirit Plant (Beverage and Industrial)

1 Contacts & Location 2 Application Information 3 Business Information 4 Review and Submit 5 Cash Bond Amount 6

Step 2: Application Information > Base Information *Indicates a required field.

Application Information

REASON FOR THE APPLICATION

Indicate whether this Original Application is being filed due to a New Business, a Change of Proprietorship, or a Change in General Partner(s) by checking the appropriate box.

New Business: * ☐

Change of Proprietorship - Ownership: * ☐

Change of General Partner(s): * ☐

Enter Permit Number of Predecessor:

Enter Operating Permit Number of Predecessor:

Enter Registry Number of Predecessor:

Enter Name and Address of Predecessor:

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Enter Operating Permit Number of Predecessor:

Enter Registry Number of Predecessor:

Enter Name and Address of Predecessor:

APPLICATION INFORMATION
This information pertains to your business and the timing of commencement of your proposed operations.

* Type of Organization: --Select--

State where Incorporated/Organized: --Select--

Start Date for New Business Upon Approval by TTB: *

Date of Change: *

Continue Application » Save and resume later: 

 

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ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury

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OFFICER/OWNERSHIP INFORMATION

Important!! Ownership percentage should equal 100%. Select "Add a Row" to enter additional individuals, companies and

This information must be provided for every stockholder holding 10% or more, Sole Proprietor, Partner, Officer, Director, 1 and/or Managing Member as well as for any Company or Trust holding ownership in the Company.

* How is Officer/Owner Info Submitted?: You must enter at least one Owner or Officer

Officer/Owner Info Tracking No.:

* Officer/Classific

--Select--

EIN:

First Name:

Middle N

Last Name:

Suffix:

Email Ad

--Select--

Primary Title:

List Additional Titles:

Title if O

* Description of Duties or Relation to the Proposed Operation:

Company Name:

Trust Na

* Percent Voting-Stock-Interest:

* Investment in Business:

* Financi

Name, Ci

* Has the app this applicat charged with, or convicted of any crime under Federal, State, or Foreign laws other than traffic violations or convictions that are not felonies under Federal or State law?:

If yes, provide details including dates, places and final disposition:

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ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury

Logged in as: Michael Hoover | Collections (0) | Reports (16) | Account Management | Logout

SIGNING AUTHORITY

Select "Add a Row" for each employee of the company who has the authority to sign and act on behalf of your company, granted by title or individual.

Be sure to include anyone who will be a registered user for COLAs and Formulas Online. Please note: Your permit must be before you can register for these systems.

* Authority Granted by: **You must enter at least one Signing Authority**

--Select--

First Name:

Middle Name:

Last Name:

Suffix: --Select--

Title: * --Select--

* Source of Authority: --Select--

Type of Board Meeting: --Select--

Title if Other:

* Type: --Select--

If Limited, Signing Authority Capacity:

Date of Meeting:

* Effective Date:

Is this person authorized to prepare or review label submissions?: ☐ Yes ☐ No

Is this person authorized to submit formulas for approval?: ☐ Yes ☐ No

Is this person authorized to prepare or review formula submissions?: ☐ Yes ☐ No

Does this person also COLAs Online and/or Online account with: ☐ Yes ☐ No

Is this person authorized to prepare or review label submissions?: ☐ Yes ☐ No

Is this person authorized to submit formulas for approval?: ☐ Yes ☐ No

Does this person also COLAs Online and/or Online account with: ☐ Yes ☐ No

* Has the applicant been charged with, or convicted of any crime under Federal, State, or Foreign laws other than traffic violations or convictions that are not felonies under Federal or State law?:

If yes, provide details including dates, places and final disposition:

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Home Alcohol Permits & Registrations Tobacco Permits & Firearms Registration

Create a New Application | Search Your Applications

Application for New Distilled Spirit Plant (Beverage and Industrial)

1 Contacts & Location 2 Application Information 3 Business Information 4 Review and Submit 5 Cash Bond Amount 6

Step 2: Application Information > Officer-Owner Information * Indicates a required field.

Application Information

OWNER BACKGROUND INFORMATION

* Has the applicant or any person listed on ☐ Yes ☐ No
this application ever been denied a permit, license, or other authorization to engage in any business to manufacture, distribute, import, sell, or use alcohol products (beverage or nonbeverage) by any government agency (Federal, State, local or foreign) or had such a permit, license, or other authorization revoked, suspended, or otherwise terminated?:

If yes, provide details:

* Has the applicant or any person listed in ☐ Yes ☐ No
this application ever been arrested for, charged with, or convicted of any crime under Federal, State, or Foreign laws other than traffic violations or convictions that are not felonies under Federal or State law?:

If yes, provide details including dates, places and final disposition:

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Application Information

OFFICER/OWNERSHIP INFORMATION

Important!! Ownership percentage should equal 100%. Select "Add a Row" to enter additional individuals, companies and/or trusts.

This information must be provided for every stockholder holding 10% or more, Sole Proprietor, Partner, Officer, Director, Trustee, Member and/or Managing Member as well as for any Company or Trust holding ownership in the Company.

Showing 1-1 of 1

☐	How is Officer/Owner Info Submitted?	Officer/Owner Info Tracking No.	Officer/Owner Classification	EIN	First Name	Middle Name	Last Name	Suffix	Email Address	Primary Title	List Additional if Titles	Title Other	Description of Duties or Relation to the Proposed Operation
☐	Electronically via Permits Online	OOI-	Individual		John		Doe		JohnDoe@DoesDistillery.com	Owner/Sole Proprietorship			Owner

<

Add a Row

Edit Selected

Delete Selected

>

ALTERNATION OF PREMISES

Select "Add a Row" for each additional commodity type (under the same ownership) being conducted at this location alternating the use of the premises.

Showing 0-0 of 0

Type of Alternating Operation	Permit Number (if known)	Registry Number (if known)	Operating Permit Number (if known)	Application Tracking Number
No records found.				

Add a Row

Edit Selected

Delete Selected

ALTERNATION OF PROPRIETORS

Select "Add a Row" for each Alternating Proprietor conducting operations at this location.

Showing 0-0 of 0

Type of Arrangement	Host Name	Host Permit Number	Host Registry Number	Host Operating Permit Number	Tenant Name	Tenant Permit Number	Tenant Registry Number	Tenant Operating Permit Number	Co-Tenant Name	Co-Tenant Permit Number	Co-Tenant Registry Number	Co-Tenant Operating Permit Number
No records found.												

Add a Row

Edit Selected

Delete Selected

SIGNING AUTHORITY

Select "Add a Row" for each employee of the company who has the authority to sign and/act on behalf of your company. Authority can be granted by title or individual.

Be sure to include anyone who will be a registered user for COLAs and Formulas Online. Please note: Your permit must be APPROVED before you can register for these systems.

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SIGNING AUTHORITY
Select "Add a Row" for each employee of the company who has the authority to sign and/act on behalf of your company. Authority can be granted by title or individual.

Be sure to include anyone who will be a registered user for COLAs and Formulas Online. Please note: Your permit must be APPROVED before you can register for these systems.

Showing 1-1 of 1

☐	Authority Granted by	First Name	Middle Name	Last Name	Suffix	Title If Other	Source of Authority	Type of Board Meeting	Date of Meeting	Type	If Limited, Signing Authority Capacity	Effective Date	Is this person authorized to prepare or review label submissions?	Is this person authorized to submit labels for approval?	Is this person authorized to prepare or review formula submissions?
☐	Name	Dohn		Doe			Sole Owner			Unlimited		08/14/2017	Yes	Yes	Yes

<

Add a Row

Edit Selected

Delete Selected

>

POWER OF ATTORNEY INFORMATION
Select "Add a Row" for each non-employee of the company you are granting the authority to sign or act on your behalf. Be sure to include anyone who will be a registered user for COLAs and Formulas Online. Please note: Your permit must be APPROVED before you can register for these systems.

Showing 0-0 of 0

First Name	Middle Name	Last Name	Suffix	Address	Area Code	Phone Code	Phone Extension	Fax Area Code	Fax Number	Email	Type	Powers to be Conferred	Effective Date	Is this person authorized to prepare or review label submissions?	Is this person authorized to submit labels for approval?	Is this person authorized to prepare or review formula submissions?	Is this person authorized to submit labels for approval?
------------	-------------	-----------	--------	---------	-----------	------------	-----------------	---------------	------------	-------	------	------------------------	----------------	---	--	---	--

No records found.

<

Add a Row

Edit Selected

Delete Selected

>

TRADE NAMES / OPERATING NAME
Select "Add a Row" for each trade name you wish to use. Each trade name must be appropriately registered. Click [here](#) for general trade name rules. NOTE: You may only select one Operating Name(DBA).

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Conterred submissions? approval? submissions? for app

No records found.

< >

Add a Row Edit Selected Delete Selected

TRADE NAMES / OPERATING NAME

Select "Add a Row" for each trade name you wish to use. Each trade name must be appropriately registered. Click [here](#) for general trade name rules. NOTE: You may only select one Operating Name(DBA).

Showing 0-0 of 0

Who will you be Bottling on Account Type For?	Name	I certify that the listed trade name has been registered with my County (CA) or State (All States)
No records found.		

Add a Row Edit Selected Delete Selected

REQUEST FOR VARIANCE

Select "Add a Row" for each Request for Alternate Method (Variance Request) or Request for Special Permission/Authorization. A letterhead notice must be uploaded for each request.

Showing 0-0 of 0

Variance, Alternate Method, Special Permission Type	Description of Request
No records found.	

Add a Row Edit Selected Delete Selected

Continue Application »

Save and resume later: 

 

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Home Alcohol Permits & Registrations Tobacco Permits & Firearms Registration

Create a New Application | Search Your Applications

Application for New Distilled Spirit Plant (Beverage and Industrial)

1 Contacts & Location 2 Application Information 3 Business Information 4 Review and Submit 5 Cash Bond Amount 6

Step 3: Business Information > Business Info & Documents

* Indicates a required field.

Application Information

DSP OPERATION TYPE

*What Type of Distilled Spirits Plant Operation(s) are you applying for?: --Select--

I am required to furnish a bond because my tax liability will exceed \$50,000 this calendar year and/or I will be removing spirits for industrial use: ☐

I am not required to furnish a bond because my tax liability will not exceed \$50,000 this calendar year and/or I will not be removing spirits for industrial use: ☐

DSP BEVERAGE OPERATION INFO

Distiller: ☐

Warehouseman: ☐

Processor (Rectifier): ☐

Processor(Bottling): ☐

Provide the total proof gallons of spirits that can be produced daily:

Describe step by step procedures used to produce spirits from an original source. Beginning with treating, mashing or fermenting of raw materials and continuing through each step; distilling, purifying and refining and production gauge.:

Describe how you plan to store "Bulk" Spirits:

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NOTE: This screen also used for application for DSP bond exemption (see bond question under "DSP Operation Type.")

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Describe step by step procedures used to produce spirits from an original source. Beginning with treating, mashing or fermenting of raw materials and continuing through each step; distilling, purifying and refining and production gauge.:

Describe how you plan to store "Bulk" Spirits:

Provide the total amount of bulk wine gallons that can be stored:

Describe the storage for bottled, cased and packaged spirits.:

Will spirits be redistilled?: ☐ Yes ☐ No

DSP INDUSTRIAL OPERATION INFO

Distiller: * ☐

Warehouseman: * ☐

Bottling or Packaging: * ☐

Denaturing Spirits: * ☐

Manufacturing Articles: * ☐

Processor - Other: * ☐

If other, specify:

Provide the total proof gallons of spirits that can be produced daily:

Describe step by step procedures used to produce spirits from an original source. Beginning with treating, mashing or fermenting of raw materials and continuing through each step; distilling, purifying and refining and production gauge:

Describe how you plan to store "Bulk"

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Describe how you plan to store "Bulk" Spirits:

Provide the total amount of bulk wine gallons that can be stored:

Describe the storage for bottled, cased and packaged spirits:

Will spirits be redistilled?: ☐ Yes ☐ No

DSP INFORMATION

* Describe each Tract of Land by using directions and distances:

* Describe each bonded premise building; provide size by using directions and distances, construction, use of each building, location of doors and windows and any outside tanks.:

* Describe your General Premises which include all areas of plant that can not be covered under the bond:

* Specify when only a room or floor of a building will be used for plant operations and provide the location and description of the building, floor and room:

Description of Alternating Premises (if applicable):

* Give the maximum number of proof gallons that will be produced, stored and in transit to the bonded premises:

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Description of Alternating Premises (if applicable):

* Give the maximum number of proof gallons that will be produced, stored and in transit to the bonded premises during a 15 day period:

* A general description of the physical security at the distilled spirits plant, including methods used to secure buildings or plant operation located within a portion of the building and outdoor tanks:

* Will any guard personnel be employed?: ☐ Yes ☐ No

* Will any electronic or mechanical alarm system be used?: ☐ Yes ☐ No

* I certify that locks used will meet the following specifications as required in the Code of Federal Regulations, Part, 19.192 (f). (i) Corresponding serial number on the lock and on the key, except for master key locking systems; (ii) Case hardened shackle at least one-fourth inch in diameter, with heel and toe locking; (iii) Body width of at least 2 inches; (iv) Captured key feature (key may not be removed while shackle is unlocked); (v) A tumbler with at least 5 pins; and (vi) A lock and key containing no biting data:

* List of persons, by their position and title who will have responsibility for the custody and access to keys for the locks.:

* I certify that accounting records for this distilled spirits plant will be maintained in accordance with generally accepted accounting principles.:

If any other business is to be conducted on the distilled spirits plant premises, as provided in subpart D of this part, a description of the business, a list of the buildings and/or equipment to be used, and a statement as to the relationship, if any, of the business to distilled spirits operations at the plant:

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ENVIRONMENTAL INFORMATION

Enter "Not Applicable" as needed

* Enter Number of Employees (must be at least one):

* Address of Premises:

* Provide the name of your gas and electric company:

* Describe any air pollution control equipment in connection with heating:

* Describe any solid waste (Example: broken glass, grape must, cardboard):

* Describe means of disposal for solid waste (Example: commercial garbage collection, incineration):

* Describe any air pollution control equipment used with incinerators.:

* Describe any liquid waste (Example: wash water, spilled product):

* Describe means of disposal for liquid waste (Example: commercial sewer, septic system):

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Describe any air pollution control equipment used with incinerators.:

* Describe any liquid waste (Example: wash water, spilled product):

* Describe means of disposal for liquid waste (Example: commercial sewer, septic system):

* Describe operational noise sources :

WATER QUALITY INFORMATION
Enter "Not Applicable" as needed

* Describe activity to be conducted : ?

* Describe any liquid waste released into navigable waters:

* Provide beginning and ending dates for the release:

* Describe how you will monitor the quality and characteristics of the discharge:

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Application Information

DSP EQUIPMENT

Select "Add a Row" to list all stills, tanks and condensers used in production, storage and processing of distilled spirits, wine, denatured spirits and articles.

Showing 0-0 of 0

Type of Equipment	If other equipment, please describe	Serial Number	Capacity	Kind of Still	If other still, please describe	How Used/Intended Use
No records found.						

Add a Row Edit Selected Delete Selected

NON-CONTIGUOUS LOCATIONS

Select "Add a Row" for each non-contiguous premises. The non-contiguous premises must be a continuation of the existing premises and must not be a stand alone operation.

Showing 0-0 of 0

Non-contiguous Location Address	Description of Non-contiguous Premises	Distance from the Primary Operation in miles	Description of proposed Operation(s)
No records found.			

Add a Row Edit Selected Delete Selected

DSP BOND

Beverage Only A Distilled Spirits Bond with sufficient coverage is only required if you expect your tax liability to exceed \$50,000 this calendar year.

All other operations must have sufficient bond coverage. Click [here](#) to determine the amount needed for the operation(s) being conducted. Select "Add a Row" to enter the information from the Distilled Spirits Bond.

Showing 0-0 of 0

Type of Bond	Bond Kind	Effective Date of Bond	Operations Coverage	Withdrawal Coverage	Amount of Bond	Bond Category	If Surety Name	If Surety Bond Number	If T-Note or T-Bond - CUSIP Number	If T-Note or T-Bond - Interest Rate	If T-Note or T-Bond - Maturity Date	If T-Note or T-Bond - Issue Date	Operations Coverage - Distiller	Operations Coverage - Warehouseman	Operation Coverage - Processor
No records found.															

Add a Row Edit Selected Delete Selected

RELATED BONDS AND PERMITS

Select "Add a Row" for each regulated Alcohol operation of the same ownership at this location.

Showing 0-0 of 0

Commodity Type	Bond Form	Bond Category	Surety Name if Applicable	Amount	Permit Number	Registry Number
No records found.						

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RELATED BONDS AND PERMITS

Select "Add a Row" for each regulated Alcohol operation of the same ownership at this location.

Showing 0-0 of 0

Commodity Type	Bond Form	Bond Category	Surety Name if Applicable	Amount	Permit Number	Registry Number
No records found.						

Add a RowEdit SelectedDelete Selected

TRANSFER IN BOND

Select "Add a Row" if you will receive bulk spirits and/or denatured spirits in bond from another domestic distilled spirits plant or alcohol fuel producer. You must hold a current bond with sufficient operation coverage to cover the tax on the spirits and/or denatured spirits being transferred.

Note: Once approved a transfer in bond form will be generated and attached to your application. A copy should be supplied to the company who transferred the spirits.

Showing 0-0 of 0

Serial Number	To be Transferred - Spirits	To be Transferred - Denatured Spirits	Permit/Registry Number of Shipper	Premise Address of Shipper	Company Name of Shipper	Approval Date of Receiver Bond	Do you have maximum bond coverage?	Amount of Operations Coverage	Quantity of Spirits Transferred	Quantity of Denatured Spirits Transferred	Comments	Name and Title of Authorized Person for Receiving Plant
No records found.												

Add a RowEdit SelectedDelete Selected

CONSENT OF SURETY

You may skip this section if you are not required to hold a bond.

If you are required to obtain a bond, Select "Add a Row" for each additional operation you need this bond to cover. Click [here](#) for a list of examples that will require a Change in Bond (Consent of Surety) NOTE: A TTB Form 5000.18, Change in Bond (Consent of Surety), must be completed and uploaded. ENTER THE INFORMATION BELOW FROM THE BOND THAT YOU ARE REQUESTING AN EXTENSION OF THE TERMS.

Showing 0-0 of 0

What is the corporate surety, if any, listed on the bond that you are changing?	What is the form number of the bond that you are changing?	What is the dollar amount of the bond that you are changing?	What is the effective date of the bond that you are changing?	What is the effective date of this change in bond?	We are changing the above bond as follows:
No records found.					

Add a RowEdit SelectedDelete Selected

STATEMENTS AND DOCUMENTS

Based on the answers that you provided, TTB has compiled a list of supporting documents that must be submitted with this application. Every document identified must be uploaded to this application within 15 days from the date you submitted to TTB or your application will be abandoned.

WARNING: Any information added within this Section will NOT be saved if you place the application in a Save and Resume Status. Therefore, we recommend you to wait to complete this section until you are ready to submit the application.

If a document is on file with a previous submission, click ACTIONS and select EDIT to change your Method of Submission.

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STATEMENTS AND DOCUMENTS

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If a document is on file with a previous submission, click ACTIONS and select EDIT to change your Method of Submission.

Showing 1-4 of 4

☐ Document Type	Document Type if Other	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	
☐ Lease Agreement or Proof of Property Ownership			Uploaded		Actions ▼
☐ Source of Funds Documentation			Uploaded		Actions ▼
☐ Diagram, Plant or Plan			Uploaded		Actions ▼
☐ Bond Form(if required)			Uploaded		Actions ▼

[Add a Row](#) ▼ [Edit Selected](#) [Delete Selected](#)

Attachment

Click "Add" to search your computer for each of the required documents that need to be uploaded. Completing this section will require you to have previously saved each document on your computer.

WARNING: You will be required to select a document "TYPE" and "Description" of each uploaded document. You MUST select the SAVE button at the bottom of this screen BEFORE clicking the Continue Application button to ensure all the uploaded documents are successfully attached to your application.

Attachment List

WARNING: After selecting all the files you wish to upload, click the FINISH button at the bottom of this screen.

Files can be up to 16 MB in size. Acceptable file types include .doc, .docx, .pdf, .jpg, .xls, .xlsx
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Date	Action
No records found.				

[Add](#)

[Continue Application »](#)

Save and resume later: 

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ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury

Logged in as Michael Hoover | Collections (0) | Reports (16) | Account Management | Logout

Home Alcohol Permits & Registrations Tobacco Permits & Firearms Registration

Create a New Application | Search Your Applications

Application for New Distilled Spirit Plant (Beverage and Industrial)

1 Contacts & Location 2 Application Information 3 Business Information 4 Review and Submit 5 Cash Bond Amount 6

Step 3: Business Information > Declare & Acknowledge

* Indicates a required field.

Application Information

YOUR DECLARATION

You must check the associated box to indicate that you declare, under penalties of perjury, that you have examined this application and that it is true, correct, and complete to the best of your knowledge and belief. The date that you check the box signifying this declaration will be auto-filled into the field provided.

I understand that I may not produce or receive product until the premises and operations are approved by the Director, National Revenue Center.

* Under penalties of perjury, I declare that ☐
I have examined this application,
including accompanying statements, and
to the best of my knowledge and belief, it
is true, correct, and complete.:

* Declaration Date:

Continue Application »

Save and resume later:

UNITED STATES
DEPARTMENT of
THE TREASURY

If you have difficulty accessing any information in the site due to a disability, please contact us via email (Permits.Online@ttb.gov) and we will do our best to make the information available to you.

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The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page header includes the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". A navigation bar at the top right contains links for "Home", "Alcohol Permits & Registrations", and "Tobacco Permits & Firearms Registration". Below this, there are links for "Create a New Application" and "Search Your Applications".

The main content area is titled "Application for New Distilled Spirit Plant (Beverage and Industrial)". It features a progress bar with six steps: 1. Home, 2. Application Information, 3. Business Information, 4. Review and Submit, 5. Cash Bond Amount, and 6. Record Submittal. Step 4 is currently selected.

Below the progress bar, there is a section titled "Step 4: Review and Submit". It includes a "Continue Application" button and a "Save and resume later" button. A warning message states: "Please review all information below. Click the 'Edit' buttons to make changes to your application. You can click on 'Save & Resume Later' to save the information you have entered without submitting your application at this time. WARNING: By clicking on CONTINUE APPLICATION at the bottom of this screen you are submitting a final application to TTB and declaring under penalty of perjury that the information submitted is true and correct, as acknowledged in 'Your Declaration' in this application. You will receive your tracking number on the confirmation screen."

The application details are organized into two main sections, each with an "Edit" button:

- Record Type**
Application for New Distilled Spirit Plant (Beverage and Industrial)
- Application Contact**
John Doe
Doe's Distillery
123 Street
Owner
Washington, DC, 20000
United States
Primary Phone: 202-555-0000
E-mail: JohnDoe@DoeDistillery.com
- Business Headquarters**
Doe's Distillery
09-8765432
123 Street
Washington, DC, 20000
United States
Primary Phone: 202-555-0000
E-mail: JohnDoe@DoeDistillery.com

The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 11:02 AM on 8/14/2017.

NOTE: Screen continues to allow respondent to review all entered information.

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Home Alcohol Permits & Registrations Tobacco Permits & Firearms Registration

Create a New Application | Search Your Applications

Application for New Distilled Spirit Plant (Beverage and Industrial)

1 2 Application Information 3 Business Information 4 Review and Submit 5 Cash Bond Amount 6 Record Submittal

Step 6: Record Submittal

☒ You have successfully submitted a Permits Online application and/or a bond payment to TTB. Please ensure you have attached all required supporting documentation to your application.

TTB will consider your application abandoned after fifteen business days if all required supporting documents are not received.

Thank you for using TTB's Permits Online.
Your Tracking Number is DS-2017-00379.

You will need this number to check the status of your application. You will be notified via email that we have received your application. If you do not receive an email acknowledging receipt within 24 hours, please contact TTB at 1-855-TTB-PONL.

AFFIRMATION

Under penalties of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete. The applicant must immediately notify the TTB official with whom this application is filed of any change in ownership, management, or control of the applicant (in the case of a corporation, any change in the officers, directors, or persons holding 10 percent or more of the corporate stock). The business for which this application is made does not violate the law of the State in which the business will be conducted. In addition, if this application is approved, the applicant will conduct operations within a reasonable period of time and maintain such operations in conformity with Federal law.

I understand that the information supplied by me in connection with this application will be used by TTB to make a determination on the application. Where such disclosure is not prohibited, TTB officers may disclose this information to other Federal, State, foreign, and local law enforcement and regulatory agency personnel to verify information on the application, and for enforcement of the laws of such other agency. The information may be disclosed to the Justice Department if the application appears to be false or misleading. TTB officers may disclose the information to individuals to verify information on the application where such disclosure is not prohibited.

I understand that if I fail to supply the information requested TTB may delay or deny the issuance of the permit. I understand that TTB is asking for my Employer Identification Number and/or my Social Security Number for identification purposes. If I do not supply the numbers,

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I understand my application may be delayed.

[Copy Record](#)

I further declare:
That I have read the instructions for this form and that I understand that I may need to file additional documentation before TTB may act on this application;
That an appropriate TTB officer may require additional information to determine if I am entitled to the permit for which I am applying;

That if any information provided on this application changes before I have received from TTB a final determination on this application, I must immediately notify the Director, National Revenue Center;

With respect to any water quality information furnished in connection with this application, that copies of this rider may be furnished to the applicable State Water Quality Agency and Regional Administrator, Environmental Protection Agency; and

With respect to any environmental information furnished in connection with this application, that such information may be furnished to concerned federal, state, and local agencies having responsibilities for environmental protection and that the information hereon may be used in the preparation of an environmental statement pursuant to the requirements of the National Environmental Policy Act, 42 U.S.C. 4332.

With respect to applications for Industrial Alcohol User Permits, I understand that any permit issued is subject to the following conditions: (1) that all employees conform to all of the laws of the United States relating to the manufacture, taxation, and control of and traffic in intoxicating liquors, and all regulations pursuant to these laws, in force now or later while on the permit premises; (2) that I must pay for the tax, with interest and penalties, on all alcohol diverted while being transported to me, and on all alcohol withdrawn, transported, used or disposed of by me in violation of the laws and regulations, in force now or later; (3) that all persons interested in the business to be conducted under this permit are, under the laws and regulations, qualified to receive the privileges applied for, and (4) that specially denatured and tax-free spirits will be stored and secured in accordance with the requirements of 27 CFR, Parts 20 and 22.

[View Record Details »](#) (Return to your application)

UNITED STATES
DEPARTMENT OF
THE TREASURY

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=== END ===