

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## LIQUOR LICENSE "PCN" REQUEST

To apply for a "public convenience and necessity" resolution from the San Francisco Board of Supervisors you must provide the following information by letter.

### YOU MUST FIRST APPLY FOR A LICENSE WITH THE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL.

**AFTER** you have applied with the Department of Alcoholic Beverage Control, address a letter to:

Clerk of the Board  
San Francisco Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, California 94102

Your letter should include the following information:

- Your name and a daytime phone number
- Your business name and address
- Your mailing address (if different from your business address)
- The type of license(s) you are applying for (If it is a transfer, state the address the license is coming from as well as where it is being transferred to.)
- Business hours of operation
- Explain how the license serves the public convenience and necessity both in the neighborhood and citywide

If you have any questions, please contact the Clerk of the Board's Office at (415) 554-5184 and ask for the City Operations and Neighborhood Services Committee.