Expansion of Premises License Amendment Tutorial
RLPS Site Modification Amendment Process

- RLPS Citizen Access
  - Site address: https://rlps.abc.tn.gov/citizenaccess/
  - Site Modification Amendment Process
    • Assumes user has a previously created RLPS account
RLPS Site Modification Amendment Process

To begin, locate and **click on the Amend my Record button** on the home screen or use the “I Want To…” option from the navigation bar.
Next, **log into your RLPS account**

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may register for a free RLPS Citizen Access account. It only takes a few simple steps and you’ll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »
RLPS Site Modification Amendment Process

• Navigate to the license record to be amended; click the **Amendment** action button.
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- Select the **Change Request Site Modification** amendment type. Click **Continue Application**.
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• Input required information. Click **Continue Application**.
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• Submit required documentation

Step 2: Documents > Documents

Attachment

THE SUBMISSION OF GOVERNMENT ISSUED IDENTIFICATION DOES NOT GUARANTEE THE ISSUANCE OF A LICENSE.

VERIFICATION OF QUALIFIED STATUS UNDER TENNESSEE LAW AND FEDERAL LAW IS REQUIRED PRIOR TO THE ISSUANCE OF A LICENSE

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Applicants Claiming United States Citizenship MUST provide a copy of one (1) of the following:

1. A Tennessee Driver’s License, or photo ID issued by Department of Homeland Security.
2. A valid driver license or ID issued by another state provided its issuance requirements meet Department of Homeland Security criteria.
4. A federal or state issued birth certificate.
5. A valid, unexpired U.S. passport.
7. A certificate of citizenship.
8. A certificate of naturalization.
10. A previous document to #5-9 above.
11. SSN that the entity may verify with the Social Security Administration in accordance with Federal Law.

Applicants claiming qualified alien status must submit two (2) or more copies of the following forms, one of which MUST be a U.S. government issued photo ID as determined by U.S. Homeland Security to be acceptable for verification through the SEVIS program. Common types of documents used to verify immigration status are:

- I-5511 (Permanent Resident Card or "Green Card")
- I-766 (Employment Authorization Card)
- I-727 (Non-Parole Permit)
- I-371 (Refugee Travel Document)
- Machine Readable Immigrant Visa (with Temporary I-551 language)
- I-208 (Certificate of Eligibility for Nonimmigrant F1 or F2 Student Visa)
- DS-245 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
- I-94 (Arrival/Departure Record)
- Unofficial Foreign Passport

Unacceptable forms of identification:

- Driver’s License
- Social Security Card
- Passport

The maximum file size allowed is 25 MB.
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• Required Documentation (Cont.)
  • **You should include the following documents in the application**
    – A letter that describes the expansion being sought, including how the patio is connected to the premises and has a clearly defined border;
    – A diagram that shows the patio space that will be added;
    – The lease or deed for such space that will be added.
    • NOTE: If such space is covered by the lease or deed already on file with the TABC for this establishment, then please annotate lease/deed information in the explanation letter
    – Pictures of the patio space to be added.

*See ‘Notes’ page for details regarding application and expansion of premises processes*
Record your new **Record Number**
After the initial application is submitted, a $300 application fee will be charged.

As a part of the application process, our agents will perform a visual inspection of the establishment’s patio and may contact the establishment if the inspection agent has any questions.

Many establishments will only wish to have parking lot patios during the COVID19 pandemic. These parking lot patios must be permanent in place until such time as the establishment is ready to fully remove the patio from its licensed premises.

When an establishment wishes to remove a patio from their licensed premises, the establishment does not need to submit another application, but should notify the TABC in writing (or email) that the establishment will be removing the patio.

If an establishment removes the patio and later decides to add the patio back, then another application to expand the premises must be filed.

The border of the patio must clearly define the premises such that customers can clearly tell where the premises begins and ends. The border should also not be easily moved.

The patio must be connected to the licensed establishment. *There can be reasonable openings to allow ingress and egress between the patio and the establishment, provided that signs are posted at such spots specifying that alcoholic beverages cannot be taken past such point*

If a parking lot is shared by multiple tenants under a lease, then an expansion into that parking lot cannot be approved without the express written permission of the landlord.
For questions or concerns:
- Contact the RLPS helpdesk
  - Email: TABC_RLPS.Technical@tn.gov
  - Phone: (615)-532-2297
Thank You