
ALCOHOL AND TOBACCO COMMISSION

Nonrule Policy ATC #17

- 1. NOTICE:** Under [IC 4-22-7-7](#), this document is required to be published with the Indiana Register and is effective on its date of publication. It shall remain in effect until the date it is superseded or deleted by the publication of a new document in the Indiana Register. The publication of the document will provide the general public with information about the Alcohol and Tobacco Commission's (ATC) official position concerning a specific issue.
- 2. DISCLAIMER:** This nonrule policy is being established by the ATC consistent with the authority under [IC 7.1-2-3-7](#). It is intended solely as guidance and shall be used in conjunction with applicable rules or laws. It does not replace applicable rules and laws, and, if it conflicts with these rules or laws, the rules or laws shall control.
- 3. AUTHORIZED:** David E. Cook, Chairman
- 4. SUPERSEDES:** New
- 5. SUBJECT:** The purpose of this nonrule policy is to expedite usage of a newly issued or renewed permit and implement a uniform procedure for a permittee to operate when the permit is activated in the ATC licensing system.
- 6. SCOPE:** A permit must be displayed in a conspicuous place on a licensed premises before the permittee is considered fully qualified to do business, but a permit is valid on the day it is issued by the commission.
- 7. POLICY:**
 - 7.1 Pursuant to [IC 7.1-3-1-3\(a\)](#) a permit issued by the commission is valid on the day the permit is issued.
 - 7.2 Permit information, including whether the permit is active, is available online.
 - 7.3 A permittee may begin to operate, including receiving product from a wholesaler, at the time that the permittee's permit is active in the licensing system.
 - 7.4 A wholesaler may deliver to a permittee during the fifteen (15) day window referenced in Section 7.5 by verifying the status of the permit online.
 - 7.5 A permittee may operate for the first fifteen (15) days after the permit is active in the licensing system without the permit displayed in a conspicuous place at the licensed premises without violating [IC 7.1-3-1-20](#).
 - 7.6 A permittee must display the permit in compliance with [IC 7.1-3-1-20](#) not later than fifteen (15) days after the permit is made active in the licensing system or at the time the permit is received, whichever is sooner.

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