

## DEKALB COUNTY, GEORGIA

### CHECK OFF LIST FOR ALCOHOLIC BEVERAGE LICENSE

**Note:** The items checked below must be submitted with your application or prior to issuance of your license.

- ( ) **APPLICATION - In Duplicate** - Must be fully completed, application must be signed & notarized. Two copies of your corporate papers must be filed with your application if the business is incorporated. Also, the applicant must provide a listing of the corporate officers.
- ( ) **PERSONNEL STATEMENTS - In Duplicate** - Required on licensee, sole proprietor, all partners, any person with 10% or more stock ownership of the corporation, and all corporate officers. **Two (2) original pictures and two (2) copies of each person's driver's license are required.** If no driver's license, please attach two (2) copies of your military or state issued identification card. **U S Citizens must provide two legible/readable copies of their birth certificate or naturalization certificate.** Resident Aliens must provide two legible/readable copies of their Immigration Card. Poor quality copies are not acceptable.
- ( ) **REGISTERED AGENT - In Duplicate** - All businesses with a license to sell beer, wine or liquor must have and continuously maintain a registered agent who lives in DeKalb County. The owner can be the registered agent if they live in DeKalb County, but they must complete the registered agent forms. **Two pictures and two copies of the agent's driver's license are required.**
- ( ) **AFFIDAVIT - In Duplicate** - For Liquor Sales - Person having knowledge of applicant's residence.
- ( ) **LEGAL LAND SURVEY** - All new locations and closed stores/businesses must provide a new survey which was measured no more than 30 days prior to filing date of the alcohol license application.
- ( ) **FLOOR PLAN DRAWING - In Duplicate** - All applicants must provide a drawing of their business that shows a detailed layout of the inside of the business and the drawing shall show all entrances and exits. Nightclub and restaurants must show their bathrooms, kitchen, office and customer areas.
- ( ) **COPY OF MENU - In duplicate** - Nightclubs and Restaurants - Food and beverage service.
- ( ) **LICENSE FEES - CASHIERS CHECK or MONEY ORDER ONLY** - Make payable to **DeKalb County Revenue and License**. The license fees must be paid when the application is filed for processing. The prorated fees include the month of application, plus the remaining months in the calendar year and any portion of a month is counted as a full month. **Do not forget to include the administrative fee(s).**
- ( ) **BUSINESS LICENSE REGISTRATION** - Zoning Department must approve all business locations. A business license is not required if the alcohol license is for a retail liquor store.
- ( ) **BACKGROUND INVESTIGATION & CONSENT FORM** - A background investigation consent form (in duplicate) and fee of \$50.00 per person applies to the registered agent and everyone who must complete personnel statements. The duplicate copies requested above will be sent to the Public Safety by our office. They will advise our office in writing when the investigation is completed. **This fee must be paid with a separate Cashiers Check or Money Order, payable to: DeKalb County Police Dept.**
- ( ) **CERTIFICATE of OCCUPANCY** - Zoning Department will make decision. Telephone (404) 371-4915. The zoning dept. usually requires a new building permit application, entertainment letter, copy of Fire Dept. approval, copy of food service permit and a minimum filing fee of \$75.00 for businesses with a consumption on premise alcohol license (nightclubs, restaurants and sports bars). Forms can be obtained from zoning.
- ( ) **FIRE DEPARTMENT APPROVAL** - Restaurants and nightclubs - Call (404) 371-2611 for inspection.
- ( ) **HEALTH DEPARTMENT** - Restaurants and nightclubs are required to get a new food service permit. Call (404) 508-7900 or visit their office at 445 Winn Way, Decatur, Georgia 30033.
- ( ) **SANITATION SERVICE** - Applicants must provide proof of sanitation service or establish service before a license can be issued. Call (404) 294-2900 to set up service. \*-
- ( ) **REVIEW – Additional Information on the Reverse Side and the County Alcohol Ordinance.**

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- ( ) **LIQUOR STORES** – Retail package sales of distilled spirits. Georgia Law, Article 2 of Chapter 4, Section 3-4-27 requires the applicant to provide proof of a legal advertisement in the Champion News, located at 217 East Trinity Place, Decatur, Ga. 30030. Telephone number - (404) 373-7779.
1. It is advisable that applicants for any business, liquor, beer and/or wine licenses do not sign any contracts, make expenditures, or commit themselves in any manner without first making themselves aware of all requirements for State and County Code compliance.
  2. All new locations must submit a land survey with their application for a beer, wine or liquor license. A new survey will not be required on changes of ownership if the purchaser is applying for the same type of license, provided the business is still open and operating. Locations previously licensed are not grand-fathered if the business closes.
  3. The applicant is responsible for scheduling their inspections by the fire and health departments, and the zoning department must approve all business locations before a business or alcohol license can be issued. **The applicant is responsible for delivery of the final inspections to our office.**
  4. Any questions you may have with regard to the interpretation of the DeKalb County Code or how it applies to your particular situation must be submitted in writing to the alcohol licensing manager. Your questions will be reviewed and answered in writing as appropriate.
  5. **STATE LICENSE** - In addition to the County License, a State License is required. The County License is not valid without a current State License. Please contact the State of Georgia Revenue Department at (404) 417-4490 to obtain forms and information to file for a State License. Their office is located at: 1800 Century Center Blvd, 2<sup>nd</sup> Floor, Atlanta, Georgia 30345.
  6. **FEDERAL PERMIT** - Federal Law requires a Federal Occupational Tax Stamp for alcohol sales. Please call 1- (800) 398-2282 for additional information. They will mail application forms to you.
  7. **COUNTY LICENSE FEES**

	<b>ANNUAL FEE</b> (Jan 1 through Dec 31)	
Liquor	\$4,000.00	Consumption or package sales ( Mon thru Sat)
Beer only	\$600.00	Consumption or package sales ( Mon thru Sat)
Wine only	\$600.00	Consumption or package sales ( Mon thru Sat)
Beer & Wine Combination	\$900.00	Consumption or package sales ( Mon thru Sat)
Additional Fixed Bar	\$600.00	Consumption on premises only ( Mon thru Sat)
Additional Movable Bar	\$300.00	Consumption on premises only ( Mon thru Sat)
Sunday Sales Permit	\$1,100.00	Consumption on premises only ( Only one fee)
  8. **The following fees are not prorated:**

Charitable Nonprofit	=	\$50.00 per day for beer and/or wine. \$50.00 per day for liquor.
Fraternal Organizations	=	\$500.00 annual for beer and/or wine. \$1,000.00 annual for liquor.
Wholesalers	=	\$600.00 each for beer or wine, plus \$4,000.00 for liquor.
Administrative/application fee	=	\$100.00 for beer and/or wine, Plus \$200.00 for liquor.
  9. **Mixed drink tax returns** – Consumption on premises businesses that sell distilled spirits are required to report and pay excise taxes of three (3) percent each month on the liquor sales only. These taxes must be paid promptly each month to avoid suspension or revocation of your license.
  10. An alcohol license allows alcohol sales Monday through Saturday. Eating establishments meeting the minimum food sales requirement may purchase a Sunday Sales permit. The Sunday Sales permit will allow alcohol sales on Sunday from 12:30 noon until 02:55 a.m. Monday morning.
  11. **Employee permits** to work in liquor stores or at consumption on premises establishments must be obtained from the DeKalb County Public Safety Department. Please call them at (404) 297-3934. The alcohol license must be issued to the business before any employee permits will be issued.