

Alcohol License REQUIRED INFORMATION ACKNOWLEDGEMENT

The following list of items must be submitted on the Georgia Department of Revenue website when applying for an Alcohol License. **Applications cannot be submitted to the Board of Commissioner's Office.** The Georgia Department of Revenue is now requiring the application process to be completed from their site. Do NOT bring any paperwork to the Board of Commissioner's Office. They will not be able to take anything but a a payment.

A complete Alcohol License Packet includes:

- _____ Completed Application and Personnel Statement Signed and Sealed

- _____ If NEW Business, provide a Completed Occupational Tax Return.

- _____ Completed Affidavit (OCGA 50-36-1e2 Affidavit) & Verifiable Document

- _____ Completed Private Employer Affidavit

- _____ Copy of Food Health Permit

- _____ Detailed sketch of completed building and outside premises.*

- _____ Proposed plans, specifications and copy of Building Permit.*

- _____ Evidence of ownership of building or a copy of the Lease Agreement.

- _____ Copy of Note(s)/Evidence of Indebtedness. Include all amendments.

- _____ Passport-size photograph (front view) taken within the past two years. The picture must include the individual's name **and** the name of the dealer submitting the application.
- _____ Other information: _____

- _____ All applicable license fees. To be paid **AFTER** receiving a confirmation number from the Georgia Department of Revenue website.

- _____ Fingerprint Cards and Background Check for Registered Agent.
After payment is received you will receive an email with directions on completing the requirement.

*If requesting a "Package Sales" license, also provide a scale drawing showing distances to any nearby Churches, Schools or Rehab Center. Or furnish certificate of Registered Surveyor that location complies with Ordinances.