



City of South Fulton

2024 Renewal

Alcohol Beverage License Application Packet

Revised 05/31/2023.

RENEWAL APPLICATION INSTRUCTION SHEET

Satisfactory completion of the following requirements is necessary to renew alcohol licenses. **Incomplete applications will not be accepted.**

1. **ORIGINAL APPLICATION** – Answer all questions on application legibly and appropriately in black ink or typed. Be sure application is notarized.
2. **RENEWAL APPLICATION MUST BE RETURNED OR POST MARKED BY NOVEMBER 15TH, 2023. RENEWAL FEE MUST ACCOMPANY RENEWAL APPLICATIONS. NO FEES WILL BE ACCEPTED AFTER DECEMBER 15TH, 2023. PENALTY OF 10% FOR LATE RENEWALS.** In cases where licensees fail to file an application for renewal on or before November 15th, a penalty of ten percent of the annual license fee will be levied up until December 15th. Any business that does not submit their renewal application by December 15th, must reapply for their Alcohol Beverage License and go before Council for approval.
3. **ANNUAL RENEWAL FEES** – Annual renewal fees are made payable to the “City of South Fulton.” Acceptable forms of payment include business check, cashier’s check, or money order. See fee schedule on following page. Please be sure to include the Application Fee of \$150.00 into your annual renewal fees. Mail to City of South Fulton Police, License and Permit Unit, 3220 Butner Road Ste 150, South Fulton Ga 30331.
4. **CRIMINAL BACKGROUND CHECK** – As part of your initial alcohol license application, you signed a consent form authorizing the South Fulton Police Department to conduct periodical background checks for your tenure as a licensee/registered agent for said business. Any new persons or new licensees requiring fingerprinting should complete the full application dated May 25, 2023, located on the South Fulton Police Website.
5. **THE BELOW DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION:**
 - A. **CURRENT CITY OF SOUTH FULTON BUSINESS LICENSE**
 - B. **CURRENT STATE ALCOHOL LICENSE.**
 - C. **CURRENT COPY OF ALCOHOL AWARENESS TRAINING CERTIFICATION (AS APPLICABLE)**
 - D. **IF LICENSEE’S HAVE MOVED, SUBMIT A NOTARIZED RESIDENCE DETERMINATION FORM (AS APPLICABLE)**
6. **FOR LIQUOR CONSUMPTION ON PREMISE ESTABLISHMENTS** – Ensure that all excise taxes are current by contacting the City of South Fulton Occupational Tax office AT 470-809-7747. If any taxes are owed, no license will be approved.
7. **ALCOHOL AWARENESS TRAINING CERTIFICATION** – The City’s Alcoholic Beverage Ordinance Sec. 16-2013 and 16-2017, requires alcohol awareness training to be completed by Applicant, Agent, Licensee, and all employees who dispense, sell, serve, take orders, or mix beverages. See Ordinance or website for further information at <https://www.cityofsouthfultonga.gov/2882/Alcohol-Awareness-Training>. As stated above in #4, if there is a licensee change complete the application listed on the South Fulton Police Website. Certificates are valid for a period of 3 years.

If there are any questions concerning the completion of the renewal application, please call the South Fulton Police Department License and Permit Unit at 470-809-7372 or email us at pdlicenses@cityofsouthfultonga.gov



RENEWAL ALCOHOL LICENSE FEES

The following alcohol license fees are hereby established and shall be payable by check or money order, as applicable, at the time of filing the alcohol application:

Administrative Fees:

Application Fee	\$150.00
Background / Fingerprint Fee	\$ 55.00

License Renewal Fees:

Retail Consumption on Premises:

Liquor	\$3700.00
Beer	\$650.00
Wine	\$650.00
Add'l Bar/Lounge	\$1000.00

Note: Premises offering sale by the drink require an additional license for the operation of each lounge, separate restaurant (with separate bar), or other place for consumption on the premises located within the same building covered by the initial license and under the same ownership. An annual license fee of \$1000.00 will be charged for each additional license issued in addition to the initial license.

Retail Package:

Distilled Spirits / Liquor	\$5000.00
Beer	\$2500.00
Wine	\$2500.00

Wholesale:

Liquor (does not include beer and wine)	\$5000.00
Beer	\$2500.00
Wine	\$2500.00

Manufacturer (Distillery):

Liquor (does not include beer and wine)	\$4000.00
Beer	\$500.00
Wine	\$500.00

Microbrewery \$2500.00

Growler \$2500.00

Farm Winery \$2500.00

CITY OF SOUTH FULTON RENEWAL APPLICATION FOR ALCOHOL BEVERAGE LICENSE

Licensee/Agent _____ For the year _____ Date _____

All applications must be typed or printed in black ink. Each question must be completely and correctly answered. If the space provided is not sufficient, attach additional sheets. Applications must be signed, dated, notarized, and filed with the License and Permits Unit, 3220 Butner Road, Ste 150, South Fulton Ga 30331. All required supporting documents must be attached. The annual renewal alcohol license fees are due at filing payable by money order, cashier's check, or business check.

Type of License Renewing For: (Check All That Apply. This does not change original classification)

Beer

- ☐ Consumption on Premises
- ☐ Retail
- ☐ Wholesale
- ☐ Microbrewery
- ☐ Growler
- ☐ Farm Winery

Wine

- ☐ Consumption on Premises
- ☐ Retail
- ☐ Wholesale
- ☐ Microbrewery
- ☐ Growler
- ☐ Farm Winery

Distilled Spirits

- ☐ Consumption on Premises
- ☐ Retail
- ☐ Wholesale
- ☐ Microbrewery
- ☐ Growler
- ☐ Farm Winery

1. Is applicant: Sole Proprietorship Partnership Corporation LLC

2. Legal Name of Business: _____

3. Operating/Trade Name of Business: _____

4. Location of Business: _____

Street Address

City _____ State _____ Zip _____

Telephone Number: _____

Business/Contact Phone

Email Address: _____

5. Full Name of Licensee:

LAST / FIRST

6. Legal Residence Address of Licensee: _____

Street Address

City _____ State _____ Zip _____

Telephone Number: _____

Business / Mobile

Email Address/Billing Contact: _____

7. Business Billing Address: _____

Street Address

City _____ State _____ Zip _____

CITY OF SOUTH FULTON RENEWAL APPLICATION FOR ALCOHOL BEVERAGE LICENSE

8. Full Name of Manager:

LAST / FIRST

9. Legal Residence Address of Licensee: _____

Street Address

City

State

Zip

Telephone Number: _____

Business / Mobile

Email Address/Billing Contact: _____

10. Business Billing Address: _____

Street Address

City

State

Zip

CITY OF SOUTH FULTON RENEWAL APPLICATION FOR ALCOHOL BEVERAGE LICENSE

11. Has any change in ownership/licensee/management of this business occurred within the last 12 months?

Yes

No

*If yes, **STOP** and complete application for a new alcohol license.*

*Alcohol Licenses are **NOT** transferable for a change in ownership.*

12. List the five major stockholders or partners and their percentage of ownership.

NAME	PERCENTAGE

13. Does the applicant own the property where the business is located?

Yes

No

If **no**, and the property is rented/leased provide the below information:

Owner Name / Contact Phone

Owner 's Contact Address

City

State

Zip

14. Is all property (if owned), personal property and other City of South Fulton taxes, including liquor by the drink taxes, where applicable, paid in full? Yes, No N/A

If NO, the license will **NOT** be renewed until a payment agreement has been made or payments are current

Contact South Fulton Tax Administrator at (470) 809-7747 for your status.

15. Should any changes occur during the year in which a license is issued or renewed that would require a different answer to any question in your original alcohol license application, or personal statement, such change must be reported to the South Fulton Police License and Permit Unit within 30 days of change. Failure to provide proper notice of changes may result in revocation of licensed issued.

Licensee Initials: _____

16. I agree to abide by all laws, rules and regulations of the United States, the State of Georgia, and the City of South Fulton, now in force or which may hereafter be promulgated or enacted, which regulate and govern the sale of alcoholic beverages.

Licensee Initials: _____

17. I understand that should the license hereby applied for be granted, the same shall constitute only a privilege and not a right, and that said license may be revoked or suspended for cause by City of South Fulton City Council.

Licensee Initials: _____

18. I understand that any renewed alcohol license issued shall cover the period of one year commencing the 1st day of January and expiring December 31st and no license shall be assignable or transferable, I understand that I am not entitled to a refund of the license fees for any reason. I further understand that I am liable to the penalties of the law (both fine and imprisonment) for any false or fraudulent statements or representations.

Licensee Initials: _____

CITY OF SOUTH FULTON RENEWAL APPLICATION FOR ALCOHOL BEVERAGE LICENSE

CERTIFICATION

I have received a copy of the City of South Fulton Alcoholic Beverage Ordinances and I have read it and agree to adhere to all applicable City of South Fulton Ordinances, Georgia state laws and regulations governing the operation of establishments that serve and/or sell alcoholic beverages?

Licensee Initials: _____

I understand it is the responsibility of the applicant/licensee/agent to ensure that all licenses to sell alcoholic beverages are renewed no later than December 15th of each year or I will have to apply for a new alcohol license.

Licensee Initials: _____

I understand that I am required to pay alcohol excise tax in accordance with City of South Fulton Ordinance, Title 16 Alcoholic Beverages, and failure to pay excises taxes imposed by this ordinance will be grounds for suspension or revocation of my alcohol license.

Licensee Initials: _____

I, _____ the undersigned, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Application for Alcoholic Beverage Sales and Service and in any and all documents provided in support of this application are true and accurate. I further understand that any false statements provided by me or my representatives as part of this application, beyond any legal penalties, will result in the denial of the subject application.

SIGNATURE OF LICENSEE

DATE

PRINTED NAME OF LICENSEE

~For Notary~

I hereby certify that _____ signed her/his name to the foregoing application stating to me that he/she knew and understood all statements and information contained therein and, under oath actually administered by me, has sworn that said statements and information are true and correct.

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY OF _____ 20 _____.

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC PRINTED NAME

CITY OF SOUTH FULTON RENEWAL APPLICATION FOR ALCOHOL BEVERAGE LICENSE

FOR POLICE LICENSE & PERMIT UNIT USE ONLY

Date Application Received from Application _____

(This Section Must Be Date and Time Stamped)

Print Investigator Name Receiving Application

Signature of Investigator

_____ Date Payment Received	_____ Amount Received
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Check / Money Order Number