



CITY OF THOMASTON ALCOHOL LICENSE RENEWAL APPLICATION (Package Store – Class O)

Welcome and thank you for choosing the City of Thomaston. This application is for a Class O annual alcohol license renewal.

All applications are available online at the City of Thomaston website, www.cityofthomaston.com, or by hardcopy at the City Manager's office. Please read the important information below to assist you with the initial process and maintaining your licensure.

IMPORTANT INFORMATION:

- All annual alcohol licenses expire on December 31st at midnight. No matter when you apply for your initial alcohol license, you will be required to renew your license before December 31st annually. Renewal period for the City of Thomaston runs September 1st – December 10th. If December 10th falls on a Saturday or Sunday the time to submit required documents will be extended to 3:00 p.m. the following Monday. Plan to submit your renewal early to avoid a disruption to your alcohol sales.
- Ensure your place of business is compliant with the City of Thomaston Zoning Ordinance. A random building and surveillance camera inspection for all properties selling alcohol by the package (consumption off premises) will be conducted throughout the calendar year. Failure to comply with the zoning ordinance will result in a disruption of your alcohol sales.
- As of January 12, 2022, City of Thomaston license application is required to be submitted directly to the Georgia Tax Center - Department of Revenue's Centralized Alcohol Licensing Portal. Both the City of Thomaston AND the Georgia Department of Revenue will review your application simultaneously for approval.
- **Inspections REQUIRED** for building code, safety and cameras to be completed **prior to** submitting your Alcohol License Renewal application. Contact information is on page 2 of this application.

Russell Thompson
City Manager
City of Thomaston

O.C.G.A §3-2-7.1 requires the Department of Revenue to develop and implement a state-wide centralized application process for initial applications and renewals of retail licenses. The centralized licensing process provides a way for retail licensees to simultaneously apply for such licenses and renewals online. The license types included in the centralized licensing process are retail, consumption on premises, and special events.

https://alp.dor.ga.gov/_/



CITY OF THOMASTON

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Alcohol License Checklist

CHECKLIST		CONTACT INFORMATION
	<u>Building Code, Safety and Camera Inspections</u> All renewal applications will require a completed and passed inspection prior to submitting your Alcohol License Renewal Application. <i>Schedule your inspection early to avoid a disruption in your business operations.</i> - All businesses: Fire Safety Inspection by City of Thomaston Fire Department. - All businesses selling packaged alcohol: Camera Inspection by City of Thomaston Police Department. - All businesses: City of Thomaston Building Department/Code Enforcement.	To schedule inspections please complete the inspection request form at: https://www.cityofthomaston.com/FormCenter/Building-Inspection-Forms-7/Alcohol-License-Inspection-Request-Form-60
	<u>Fingerprint/Background:</u> Applicant: The applicant is required to maintain an up-to-date background on file with the City of Thomaston every five (5) years. Agent: IF your agent has changed from your initial application, the agent listed in this application will be required to have a fingerprint / background on file.	706-647-6633 Fee: \$51.50 per person due at time of fingerprinting
	<u>Supporting Documents Needed:</u> Include a copy of the following documents with your application submission: - Current Articles of Incorporation - Current Operating Agreement, or the legal agreement that creates the entity - Current Property lease, or proof of property ownership - Approved inspection form received at time of inspection - Valid Driver's License (front/back) or Valid Passport	
	<u>Notarize Documents:</u> Notarize all applicable sections in the application prior to submission. If you need a notary, City Hall is happy to assist with this service at no additional fee.	City of Thomaston 706-647-4242 Ext 4
	<u>Submit Application:</u> - Save your notarized application as a pdf. - Submit the completed City of Thomaston Renewal Alcohol License Application AND all supporting documents to the State of Georgia Tax Center Department of Revenue. - Your local and State application will be reviewed simultaneously.	Georgia Tax Center Department of Revenue https://gtc.dor.ga.gov/
	<u>Pay your local City of Thomaston Alcohol Application fees:</u> Following approval of the alcohol license application, you will be notified via email with an attached invoice for local fees. State fees will be paid directly on the portal. In person form of payment: Cash, Check or Money Order Mailing payment: Mail to the attention of "City Manager's Office" Check or money order should be made out to: The City of Thomaston <u>State or Local alcohol licenses will not be issued until all fees are paid.</u>	City of Thomaston 106 E. Lee Street Thomaston, GA 30286 706-647-6633 Ext 1



CITY OF THOMASTON ALCOHOL LICENSE RENEWAL APPLICATION (Package Store – Class O)

Application Date:

APPLICANT INFORMATION

Full legal name of applicant

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First Name ----- Middle Name----- Last Name

Applicant's Date of Birth

	Social Security #	
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Applicant's Home Address

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Street Address

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City

State

Zip Code

Mobile Phone #

	Home Phone #	
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Email

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AGENT INFORMATION

https://library.municode.com/ga/thomaston/codes/code_of_ordinances?nodeId=PTIICOOR_CH6ALBE_ARTVIADPR_S6-109AG

Full legal name of agent

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First Name ----- Middle Name----- Last Name

Agent's Date of Birth

	Social Security #	
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Agent's Home Address

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Street Address

--	--	--

City

State

Zip Code

Mobile Phone #

	Home Phone #	
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Email

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CITY OF THOMASTON ALCOHOL LICENSE RENEWAL APPLICATION (Package Store – Class O)

BUSINESS INFORMATION

Entity Name (LLC, etc.) Entity		Applicant's Ownership Interest %	
DBA			
Name of Package Store			
Type of Business	Package Store (Class O Alcohol Sales)	Applicant's NAICS	
Business Location			
	Street Address OR Parcel #		
	Thomaston	Georgia	30286
	City	State	Zip

OTHER OWNERSHIP INTEREST DISCLOSURE

List all applicant's ownership business interests within the City of Thomaston:

Not applicable: ☐

Business Name (#1)			
Address			
	Street Address OR Parcel #		
	Thomaston	Georgia	30286
	City	State	Zip
Business Name (#2)			
Address			
	Street Address OR Parcel #		
	Thomaston	Georgia	30286
	City	State	Zip



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BUSINESS PARTNER(S) ASSOCIATED WITH CLASS O LICENSE
DISCLOSURE INFORMATION

List any business partners via contractual arrangement or partner of any legal entity associated with this proposed Class O establishment.

Business Partner (#1)
Full legal name

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First Name ----- Middle Name----- Last Name

Date of Birth

Social Security #

Home Address

<i>Street Address</i>		

City

State

Zip Code

Mobile Phone #

Home Phone #

Email

Business Partner (#2)
Full legal name

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First Name ----- Middle Name----- Last Name

Date of Birth

Social Security #

Home Address

<i>Street Address</i>		

City

State

Zip Code

Mobile Phone #

Home Phone #

Email



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LIST OF WHOLESALERS: Please provide a list of your alcohol distributors. If this list changes please provide the city with an updated list.

Name		Address		Phone	
Name		Address		Phone	
Name		Address		Phone	
Name		Address		Phone	
Name		Address		Phone	
Name		Address		Phone	
Name		Address		Phone	
Name		Address		Phone	
Name		Address		Phone	
Name		Address		Phone	
Name		Address		Phone	
Name		Address		Phone	
Name		Address		Phone	



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LICENSE FEES

For a comprehensive list of regulations for each license, see the City of Thomaston Code of Ordinance – Chapter 6 – Alcohol Ordinance. It is the responsibility of the license holder to be knowledgeable of and adhere to all Code of Ordinance regulations for the license in which they hold.

Package Store - Retail Package Sales – Annual License *Consumption Off Premises*

☒		Fees	
	Class O License	\$5,000	License fees are due and payable in accordance with time parameters specified in Ordinance 1167.

<https://cityofthomaston.com/DocumentCenter/View/1977/City-of-Thomaston-Alcohol-Fee-Schedule>



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APPLICANT ACKNOWLEDGEMENT

https://library.municode.com/ga/thomaston/codes/code_of_ordinances?nodeId=PTIICOOR_CH6ALBE_ARTVIADPR_S6-106GELIELRE

!!! Read each section carefully and initial acknowledgement of understanding !!!

	I understand the City of Thomaston Alcohol Ordinance can be found at www.cityofthomaston.com / Business / Alcohol License page AND I can contact the City of Thomaston City Manager's Office for a hardcopy.
	I have read and understand Chapter 6 City of Thomaston Alcohol Ordinances including and more specifically Ordinance No. 1167 and understand my duties and responsibilities set forth therein.
	I will abide by all the requirements of the ordinances of the City of Thomaston, including the continuous video recording system and laws of the State of Georgia, and regulations of the State Department of Revenue.
	I have not been convicted of any felony involving moral turpitude (within the last 15 years next preceding the filing of this application for such license) or the violation of any law involving alcoholic beverages, gambling, or tax law violations.
	I understand and acknowledge that any alcohol license granted by the City of Thomaston is • Not transferrable, and I will not attempt to do so. • Is an annual license and not perpetual
	For package sales, the business in which I propose to sell alcoholic beverages by the package is not within 100 yards of a church, school ground, or college campus, and complies with the distance requirement and restrictions set forth in the ordinances of the City of Thomaston.
	If a license applied for is granted, I will allow my business premises to be open to inspection at any time by City officials authorized to conduct inspections of business premises.
	If I, or someone employed by me, does not comply with the ordinances of the City of Thomaston, the laws of the State of Georgia, or regulations of the Department of Revenue, I understand that my license can be suspended or revoked.
	If a license is granted, the fees for such license are nonrefundable.
	If the license applied for is for sale of unbroken package only, I will sell alcohol in the original unbroken package only and will not allow alcoholic beverages to be consumed on the premises.
	I own the building in which alcoholic beverages are to be sold, OR I have a valid contingent/binding lease agreement and a copy of the lease, contingent lease, or deed. The aforementioned shall be included with the sealed application package upon submission.
	I do not owe any debt or obligation to the City of Thomaston including but not limited to excise taxes, occupational taxes, property taxes, utility fees or other fees or fines.
	I have read City of Thomaston Ordinance 1167 and understand my requirements for meeting a minimum inventory for distilled spirits and malt beverages.
	I understand that any license issued to me, the applicant, shall not constitute a perpetual right. An applicant or licensee shall be bound by any City of Thomaston Ordinance enacted prior to any issuance or any City of Thomaston Ordinance modification that may happen in the future.
	The licensee agrees to any audit provisions contained within Ordinance 1167 as enacted or as may be amended at any time.
	I understand that an excise tax computed at the rate of \$0.22 per liter shall be paid to the city on all distilled spirits, excluding fortified wine, and non-fortified wine sold, displayed or stored in the city. The tax shall be paid to the city by the selling distributor or wholesaler on a month-to-month basis before the tenth of the month following sale of same.



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APPLICANT / AGENT CONSENT AGREEMENT

If the applicant resides further than a thirty (30) mile radius of the city limits of the City of Thomaston, an agent must be identified.

APPLICANT

Comes now , _____ , the undersigned and designates _____ as his/her agent pursuant to Section 6-109 of the Ordinance of the City of Thomaston. I hereby stipulate that any mailing of any notice required to be given to me under Chapter 6 of the Ordinance of the City of Thomaston or any other law shall be sufficient if it is mailed to my agent at the following address:

Sworn to and subscribed before me this
_____ day of _____, 20____

NOTARY PUBLIC

My commission expires: _____

Applicant Signature

AGENT

I hereby consent to the designation as agent for _____
I have read the applicable portions of Chapter 6 of the Ordinance of the City of Thomaston regarding my agency, and I acknowledge, understand and consent to my responsibilities as agent, specifically including without limitation accepting any notices mailed to my address which is listed above.

Sworn to and subscribed before me this
_____ day of _____, 20____

NOTARY PUBLIC

My commission expires: _____

Agent Signature



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Applicant Affidavit

I, _____do solemnly swear, subject to the penalties of false swearing, that the statements and answers made by me as the applicant in the foregoing application and any attachments submitted herewith, are true and correct.

I, _____do solemnly swear that I am at least 21 years old.

I, (have ☐ / have not ☐) within the past 15 years of the date of this application, been convicted of nor entered a plea of nolo contendere to any Felony or Misdemeanor relating to the sale/use of alcoholic beverages or illegal drugs. If yes, list conviction date, county, conviction:

I (have ☐ / have not ☐) within the past 15 years of the date of this application been arrested for a crime. If yes, list date and details below. I understand that failure to disclose may result in denial of the application. If yes, list conviction, date, and county:

APPLICANT'S PRINTED NAME

APPLICANT'S SIGNATURE

Sworn to and subscribed before me this

_____day of _____, 20____

NOTARY PUBLIC

My commission expires: _____



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IN OFFICE ONLY

Class O – Package Store - Alcohol Application Applicant: _____

Approved: _____

Denied: _____

Russell Thompson

Date

City Manager

City of Thomaston

Reason for Denial:

