



CITY OF THOMASTON

NEW ALCOHOL LICENSE APPLICATION

From the Office of the City Manager,

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

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 NEW 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.
- Prior to the issuance of an alcohol license, the applicant must have an active City of Thomaston Occupational Tax Certificate on file, and no outstanding debt owed to the City of Thomaston.
- Follow the steps in the attached application on page 2. If you have questions or need assistance, please email permits@cityofthomaston.com.
- 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.

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 NEW 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.



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Alcohol License Checklist

CHECKLIST		CONTACT INFORMATION
☐	<u>Identify Agent:</u> If the applicant lives further than 30 miles from the City of Thomaston city limits, an agent is required. See Code of Ordinance for Agent definition.	
☐	<u>Fingerprint / Background:</u> Both Applicant and Agent will be required to submit to a fingerprint background check for new annual alcohol licenses.	City of Thomaston 706-647-6633
☐	<u>Building Code, Safety and Camera Inspections</u> Passing Building code, safety and camera inspections are required prior to submitting your application. - 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 Official. ! Each inspector will provide an inspection report for you to submit with your application. !	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>Supporting Documents Needed:</u> Include a copy of the following documents with your application submission: - Articles of Incorporation - Operating Agreement, or the legal agreement that creates the entity - Property lease, or proof of property ownership - Valid Driver's License or 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 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 <i>State or Local alcohol licenses will not be mailed until all fees are paid.</i>	City of Thomaston 106 E. Lee Street Thomaston, GA 30286 706-647-6633 Ext 1



CITY OF THOMASTON

NEW ALCOHOL LICENSE APPLICATION

Application Date: Click or tap to enter a 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 #	
--	--------------------------	--

Applicant's Home Address

<i>Street Address</i>		

City

State

Zip Code

Mobile Phone #

	Home Phone #	
--	---------------------	--

Email

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AGENT INFORMATION (if Applicable)

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

<i>Street Address</i>		

City

State

Zip Code

Mobile Phone #

	Home Phone #	
--	---------------------	--

Email

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BUSINESS INFORMATION

Entity Name

	Ownership Interest %	
--	-----------------------------	--

DBA (Name of Business)

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Type of Business

	NAICS	
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Business Location

<i>Street Address</i>		

City

State

Zip Code



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APPLICANT LICENSING INFORMATION

If you currently hold an alcohol license or have held an alcohol license in the past 5 years in the State of Georgia, please list license type, issuing agency, and status.

	Type of Alcohol License	Issuing Government Agency	Status
1.			
2.			
3.			
4.			
5.			

As the applicant, have you ever submitted an alcohol license that was denied? If yes, please explain.

Yes ☐

No ☐

As the applicant, have you ever held an alcohol license that was suspended or revoked? If yes, please explain.

Yes ☐

No ☐

DETERMINE YOUR LOCATION

Is your business inside or outside the DDA (Downtown Development Authority)?

Unsure? Click the link [HERE](#) and enter your business address, or visit our website at www.cityofthomaston.com, Business Category, Business License to use our user friendly tool.

Inside the DDA ☐

Outside the DDA ☐



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LICENSE TYPE & FEES

Check All That Apply

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.

Retail Package Sales – Annual License

Consumption Off Premises

☒		Fee: Location Inside the DDA	Fee: Location Outside the DDA	General Authorization of License See City of Thomaston Ordinance for full regulations
☐	Class A1 – Malt Beverage	\$250.00	\$750.00	Authorizes the sale of malt beverages only in the original unopened container for the consumption by the purchaser at a location other than the premises of the license holder. Per regulations in the city alcohol ordinance.
☐	Class A2 – Wine	\$250.00	\$750.00	Authorizes the sale of wine only in the original unopened container for the consumption by the purchaser at a location other than the premises of the license holder. Per regulations in the city alcohol ordinance.

Retail Pour Sales – Annual License

Consumption On Premises

☒		Fee: Location Inside the DDA	Fee: Location Outside the DDA	General Authorization of License See City of Thomaston Ordinance for full regulations
☐	Class B1 Malt Beverage	\$250.00	\$750.00	Authorizes the holder to sell malt beverages by the drink for consumption by the purchaser at the premises of the license holder. Requires fifty percent (50%) of gross revenues from sales of food and services. Per regulations in the city alcohol ordinance.
☐	Class B2 Wine	\$250.00	\$750.00	Authorizes the holder to sell wine by the drink for consumption by the purchaser at the premises of the license holder. Requires fifty percent (50%) of gross revenues from sales of food and services. Per regulations in the city alcohol ordinance.
☐	Class B Brown Bag	\$250.00	\$250.00	Authorizes patrons to bring their own malt beverage and/or wine to the premises of the license holder for consumption. This is a supplemental license that must be added to a Class B1 and/or B2. Per regulations in the city alcohol ordinance. <i>Brown Bag for liquor is prohibited in the City of Thomaston.</i>
☐	Class C1 Liquor	\$2,000.00	\$2500.00	Authorizes the holder to sell liquor for consumption by the purchaser at the premises of the license holder. Requires fifty percent (50%) of gross revenues from sales of food and services. Per regulations in the city alcohol ordinance.
	Class C Brown Bag			Brown Bag for liquor is prohibited in the City of Thomaston.

LICENSE TYPE & FEES continued...

Continued...
Retail Pour Sales – Annual License
Consumption On Premises

☒		Fee: (not location specific)	General Authorization of License See City of Thomaston Ordinance for full regulations
☐	Class D Wholesale Beer and Wine	\$2,000.00	Authorizes the license holder to sell beer or wine to retail dealers per regulations in the city alcohol ordinance.
☐	Class E Alcoholic Beverage Caterer	\$250.00	This is a supplemental license and must be combined with Class B and/or Class C. Authorizes the license holder to pour alcoholic beverage at an address other than the address listed on the license, per regulations in the city alcohol ordinance.
☐	Class F Brewery	\$2,500.00	Authorizes the license holder to manufacture malt beverages and the pouring / patron consumption on premises of a malt beverage. No specific food requirements. License is per regulations in the city alcohol ordinance.
☐	Class G BrewPub	\$250.00	Authorizes the license holder to manufacture malt beverages and the pouring / patron consumption of malt beverage on the premises. Food requirements apply. See City of Thomaston's Alcohol Ordinance.
☐	Class H Hotel	\$2,500.00	Authorizes the license holder to pour / patron consumption of malt beverage, wine, and/or distilled spirits on the premises where the license holder operates a qualified hotel per regulations in the city alcohol ordinance.
☐	Class I Distillery	\$2,500.00	Authorizes the license holder to produce and sell alcoholic beverage by distillation per regulations in the city alcohol ordinance.
☐	Class J Bottlehouse (Art Gallery, Art Studio, Bed & Breakfast, Golf Course)	\$250.00	Authorizes the license holder to allow patron transport and consumption of malt beverage and wine on the premises per regulations in the city alcohol ordinance.
☐	Class K Specialty Gift Shop	\$250.00	Authorizes the license holder to operate a specialty gift shop whereas the gift shop derives more than 15% of gross sales from gift packages containing unbroken containers of beer and/or wine. Per regulations in the city alcohol ordinance
☐	Class L Ancillary Winetasting	\$250.00	This is a supplementary license subject to Class B or K authorizing the license holder to host a wine tasting on the premises per regulations in the city alcohol ordinance.
☐	Class M Farm Winery	\$2,500.00	Authorizes the cultivation of fruit to be utilized in the manufacturing or production of wine by the winery. Per regulations in the city alcohol ordinance.
☐	Class N Boutique Hotel	\$2,500.00	Authorizes license holder to pour alcohol where the address on the license is an independent hotel not part of a chain. Per regulations in the city alcohol ordinance.



APPLICANT ACKNOWLEDGEMENT

Read each section and NEW 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 the alcohol ordinances of the City of Thomaston and understand my duties and responsibilities set forth therein.
	For package sales license holders, 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 never been convicted of any felony involving moral turpitude, any felony not involving moral turpitude (within the last 10 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.
	For package sales, the business in which I propose to sell alcoholic beverages for consumption off the premises is not within 100 yards of a church, school ground, or college campus, or the business in which I propose to sell alcohol beverages for consumption on the premises 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, AND the license is NOT transferrable from one applicant to another.
	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 and binding lease/rental agreement.
	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 must derive 50% of revenue from means excluding the sale of alcohol. (Ordinance #1159; Article III: Specific License Regulations, Sec 6-41(g))



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LIST OF WHOLESALERS: Please provide a list of your alcohol wholesalers. 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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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 5 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 5 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

Alcohol Application Applicant: _____

Approved: _____

Denied: _____

Russell Thompson

Date

City Manager

City of Thomaston

Reason for Denial:

