



Walton County
Planning and Development Department

126 Court Street, Annex I – Monroe, GA 30655

Office: (770) 267-1319

TO: Alcoholic Beverage Licensees

FROM: Tracie Malcom

Whether you are a new application or renewal for a beer & wine license, you will need to complete a background check and Fingerprinting. A form is attached for this purpose. You will need to go to the Walton County Sheriff's Office at 300 Georgia Avenue, Monroe, Georgia 30655 (Jail Support) to have this done and the cost is \$42.00 cash only.

Make sure you let the personnel at the jail know it is for a Beer & Wine License for Walton County Planning & Development.

You may want to call the Sheriff's Department at 770-267-0887 to see what would be good time to have your background and fingerprinting done.

APPLY ONLINE AT <https://gtc.dor.ga.gov> for STATE ALCOHOL LICENSE - (See attached page 1 1)

WALTON COUNTY ALCOHOL BEVERAGE APPLICATION
APPLY ONLINE AT <https://gtc.dor.ga.gov> (See attached page 12)

Please type or print legibly. Answer each question completely. The statements and answers contained within this application are furnished to Walton County under oath and subject to the penalties for false swearing.

<u>Full Business Name:</u>		
<u>Occupational Tax #:</u>		<u>Licensee Name:</u>
<u>Street Address:</u>		
<u>Email:</u>	<u>Phone #:</u>	<u>Cell #:</u>

TYPE OF LICENSE (check one): ☐ **NEW**

Type of Business: (Check all that apply)

- | | |
|---|---|
| ☐ Eating Establishment | ☐ Convenience Store |
| ☐ Hotel/Motel | ☐ Brew Pub |
| ☐ Wholesale | ☐ Other (Explain): _____ |
| ☐ Super Market | |

TYPE OF LICENSE AND FEES : (check all that apply):

A. Retail Package (Consumption off Premises)

- | | |
|--------------------------------------|--|
| ☐ Beer (Only) | ☐ Wholesale Beer (Only) |
| ☐ Wine (Only) | ☐ Wholesale Wine (Only) |
| ☐ Beer & Wine | ☐ Wholesale Beer & Wine |

B. Retail (Consumption on premises)

- ☐ Beer (Only):
☐ Wine (Only):
☐ Beer & Wine: \$
Number of days _____
calendar Year)

C. Non-Profit Temporary ☐ Temporary License per day-
(Maximum 10 days per

****SEE ATTACHED FEE SCHEDULE**

Total License Fee Due (admin fee + License Fee) _____ + \$ _____ = \$ _____

Business Premises:

Has alcohol been sold at this location previously? ☐ Yes ☐ No ☐ Do Not Know

Will Establishment Provide Live Entertainment? ☐ Yes ☐ No **If Yes, explain:**

Will the business have patio sales? ☐ Yes ☐ No

Alcoholic beverage sales can be made by a licensed consumption on premises establishment in a patio/open area type environment if the establishment has been approved to do so by the Planning and Development Director. The requirement for approval is that the patio/open area be enclosed by some structure providing for public ingress/egress only through the main licensed premises. The height of such structure shall be a minimum of three (3) feet above ground level. It does not have to be solid, nor does it have to restrict visibility into or out of the patio/open sales area.

Food: (For consumption on premises only)

Does the establishment have a full-service kitchen? ☐ Yes ☐ No

Restaurant requires food sales to be at least 50% of total sales.

Type of Ownership

Make additional copies of this form as needed to accommodate all owners/managers/stockholders (with more than 10% interest)

Owner Name (1):		Driver's License #:	
Street Address:			
City:	State:		Zip Code
Cell Phone:		Email Address:	

Owner Name (2):		Driver's License #:	
Street Address:			
City:	State:		Zip Code
Cell Phone:		Email Address:	

Manager Information: Please complete for each manager of the business. Personal history and fingerprints required.

Manager Name (1):		Driver's License #:	
Street Address:			
City:	State:		Zip Code
Cell Phone:		Email Address:	

Manager Name (2):		Driver License:	
Street Address:			
City:	State:		Zip Code
Cell Phone:		Email Address:	

Manager Name (3):		Driver's License #:	
Street Address:			
City:	State:		Zip Code
Cell Phone:		Email Address:	

FOR PARTNERSHIP ONLY (If applicable):

Date Partnership Formed:	
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FOR CORPORATIONS ONLY (If applicable):

Name of Corporation:		FIN#	
Street Address:	City:	State:	Zip:
Email:	Phone #:	Fax #:	
Mailing Address: (if different)	City:	State:	Zip:
Date of Incorporation:	Place of Incorporation:		

FOR PRIVATE CLUBS ONLY:

Date of organization under laws of the State of Georgia:	
State the total number of regular dues paying members:	
<u>*Attach minutes of the annual meeting</u>	

ALCOHOL LICENSE E PERSONAL HISTORY STATEMENT

Relationship with this business: (check all that apply)

Name				
Personal Address				
		City:	State:	Zip Code:
☐ Owner	Percentage Ownership? _____ %			
☐ Manager				
☐ Partner	What type of partner are you?		☐ General	☐ Limited
☐ Silent				
Date of Birth:		Place of Birth:		SSN:
☐ U.S. Citizen ☐ Legal Permanent Resident ☐ Qualified Alien or Non-Immigrant A copy of verifiable identification must be provided at the time of application such as driver's license or state photo identification card.				
Sex:	☐ Male	☐ Female	Hair Color:	Eye Color:
☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated List any other names used by applicant (maiden name, names by former marriages, former names changed legally or otherwise, aliases, nicknames, etc.) Specify names and dates used:				

If Married or Separated, Complete the following:

Full Name of Spouse	Driver's License #:
Maiden Name:	Date of Birth:

Employment record for the past three (3) years: (List the most recent experience first)

From (Mo/Yr)	To (Mo/Yr)	Employer	Title	Reason for leaving

Have you ever had a financial interest in an alcohol beverage business that was denied? ☐ Yes ☐ No If Yes, explain:

Has any alcoholic beverage business in which you have ever been related to in any way (had financial interest in or been employed by, either currently or in the past) ever been cited for any violations of the rules and regulations of the State Revenue Commissioner or any local ordinances, regulations relating to the sale and distribution of alcoholic beverages? ☐ Yes ☐ No If Yes, explain:

Have you ever been arrested or held by federal, state or other law-enforcement authorities, for any violation of any federal law, state law, county or municipal law, regulation or ordinances? ☐ No ☐ Yes (do not include minor traffic violations. All other charges must be included even if they were dismissed. Give reason charged or held, date, place where charged and disposition. If no arrest, write no arrest. After last arrest is listed, please write no other arrest):

Have you had any license under the regulatory powers of Walton County denied, suspended or revoked within the last two (2) years prior to the filing of this application? ☐ No ☐ Yes (explain):

Attach photograph (front view) taken within the last year.

Date of picture: _____

(Driver's License or State Photo Identification Card)

(ATTACH PHOTO HERE)

CONSENT FORM FOR CRIMINAL HISTORY RECORD
New Alcohol License _____ Renewal of License _____
(Please check one)

I hereby authorize the Walton County Sheriff's Office to receive any criminal history record information pertaining to me/applicant, which may be in the files of any state or local criminal justice agency in the State of Georgia.

Full Name	Sex	Race	Date of Birth
Social Security Number			Street Address

City / State / Zip	Place of Birth	Hair Color	Eye Color
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Sworn to and subscribed before me.
this _____ day of _____, 20____.

Signature

Notary Public (SEAL)

Business Information:

Business Name

City of Business

VALID Daytime Phone Number

FEE DETERMINED BY WALTON COUNTY SHERIFF 'S OFFICE

WALTON COUNTY PLANNING AND DEVELOPMENT ORI # GA923245Z
WALTON COUNTY SHERIFF'S OFFICE ORI #GA1470000

WALTON COUNTY GEORGIA

REGISTERED AGENT

All licensed establishments must have and continuously maintain a "Registered Agent." This is an individual who upon any process, notice or demand required or permitted by law or under the Walton County Alcohol Beverage Ordinance can be served upon for the licensee or owner. This person must be a Walton County, Georgia resident and agree to act in this capacity for the business.

Name:							
Home Address:		City:		State:		Zip:	
Phone Number:		Email:					
Gender:		Race:		Date of Birth:			

I hereby certify that I am a resident of Walton County in the State of Georgia and agree to serve as "registered agent."

on behalf of _____ (business name), a business located at _____, Georgia.

As registered agent, I agree to accept any process, notice or demand required or permitted by law or under the Alcoholic Beverage Ordinance of the Walton County, Georgia, to be served upon the licensee or owner. I understand that such service upon me will serve as legal notice upon the licensee or owner and that it is my responsibility to forward such service to the owner or licensee.

Signature of Registered Agent

Sworn To and Subscribed Before Me

This _____ day of _____, 20_____.

Signature of Notary/Seal _____

Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for one of the following public benefits provided by Walton County, Georgia, as referenced in O.C.G.A. Section 50-36-1 (please check one),

- (1) _____ Business Occupation Tax Certificate
- (2) _____ Alcohol Beverage License (Beer and Wine Permit)
- (3) Employee benefit
- (4) _____ Contract or Grant
- (5) _____ Other Public Benefit (please specify) _____

I am stating the following with respect to my application for a public benefit _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity.]

- (1) _____ I am a United States citizen **OR**
- (2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present within the United States. [Applicant MUST provide alien registration number issued by the Department of Homeland Security.] *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date:

Printed Name:

Alien Registration Number for Non-Citizens:

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

Notary Public
My Commission Expires:

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number:

Application Affidavit

STATE OF GEORGIA, _____ COUNTY

I _____ DO SOLEMNLY SWEAR, SUBJECT TO THE PENALTIES OF FALSE SWEARING THAT THE STATEMENTS AND ANSWERS MADE BY ME AS THE APPLICANT IN FOREGOING APPLICATION AND ANY ATTACHMENTS SUBMITTED HEREWITH, ARE TRUE AND CORRECT.

APPLICANT'S PRINTED NAME

APPLICANT'S SIGNATURE

I hereby certify that _____ signed his/her name to the foregoing application and has sworn that said all statements and answers are true and correct.

THIS DAY _____ OF _____, 20____.

Notary Public Signature

My Commission Expires

- ☐ A state license must be obtained before any alcoholic beverage can be served or sold in the Walton County. Contact the Georgia Department of Revenue at (404) 417-4490.
- ☐ Brewpubs must be permitted by the United States Department of the Treasury, Alcohol, Tobacco & Firearms (ATF) Division. (404) 679-5130.
- ☐ Read and understand the County's Alcoholic Beverage Ordinance. Licensees to maintain a copy of the Alcoholic Beverage Ordinance and employees shall be familiar with the terms and conditions of the ordinance.
- ☐ On premises consumption shall be limited between the hours of 9:00 a.m. to 12:00 midnight Monday through Saturday. Retail package licensees shall be limited to selling alcoholic beverages between the hours of 7:00 a.m. to 12:00 midnight Monday through Saturday and between the hours of 12:30 p.m. and 11:30 p.m. on Sunday.
- ☐ All individuals required to complete personal history statement must contact the Probate Court at (770) 267-1345 for fingerprinting/background check. There will be a \$50.00 fee, in the form of cash or money order made payable to Walton County.

FEE SCHEDULE

Administrative Fee	\$250.00
Beer Only	\$750.00
Wine Only	\$750.00
Beer and Wine	\$1,500.00
Temporary Event	\$50.00 a day
Private Club	\$200.00
Wholesaler	\$100.00
Hotel/Motel Room Service	\$200.00
Filing Fee for Appeal	\$500.00

TO FILE A STATE ALCOHOL LICENSE

- 1. Navigate to the GTC website at (<https://gtc.dor.ga.gov>) and log in to set up your GTC Account.**
- 2. Click on the “File State” hyperlink.**
- 3. Confirm the information is correct on the “Business Information” tab and select Next”.**
- 4. Answer the question “Have you been arrested in the previous 12 months?” If yes, please include a description of your arrest. Select “Next”.**
- 5. Verify all information on the summary tab is correct and click the “Submit” button.**
- 6. Print the confirmation page for your records and then proceed to the “Make a Payment” page.**
- 7. If you are making a payment using your ACH Debit information, enter the information and select “Submit”. After you submit the renewal request, print the confirmation page for your records. Alternatively, if you are using a credit card, select the “Pay by Credit Card” button and follow the steps to use our third-party credit card processor to make a credit card payment.**
- 8. If you are using a credit card to make a payment, click on the hyperlink to access the credit card payment page.**
- 9. Once your application is submitted, your request will be processed in approximately 2-5 business days, and your state alcohol license will be available to print from your GTC account.**

TO FILE A WALTON COUNTY ALCOHOL LICENSE

Step 1- A background check and fingerprinting – You will need to take page 9 to the Walton County Sheriff’s Department to have the background check and fingerprinting completed.

Step 2

1. Navigate to the GTC website at <https://gtc.dorg.ga.gov> and log into your GTC account.
2. Locate your alcohol license account on the home page. Click on “See more...”
4. Locate the section in your alcohol license account.
5. Click on the “File Local Application” hyperlink to start your local alcohol license.
6. Verify, the local jurisdiction that is pre-populated on the jurisdiction screen is the jurisdiction that issued your license. If not, select the correct jurisdiction.
7. Please answer the questions requested by your local jurisdiction. If your local jurisdiction does not have any additional questions and does not require this step, select “Next” to continue to the next screen.
8. The Application Fees page provides your local jurisdiction’s payment option and license fees. Payment information is located at the top of the page. The options are payment in person, payment online by e-mail or phone call, or both, as decided by your local jurisdiction.
The table at the bottom provides a list of local licensing fees. The fee table is used to calculate the amount due for your application. If payment information is not available, please contact your local jurisdiction for detailed payment and instructions.
9. The Jurisdiction Attachments page allows the applicant to upload documentation required by the local jurisdiction. To add an attachment, click on the “Add Attachment” hyperlink, select “Choose File” to upload all applicable documents and include a description of the documents in the “Description” field. Once you have uploaded all applicable documents, click the “Submit” button.
10. You will need to go to the Walton County Probate Court to have your fingerprinting and background check completed.
11. Once you have submitted the application, you will receive a confirmation page to print for your records. Once your local jurisdiction has approved your application, and has received all necessary documents you will receive an approval confirmation at the email address registered to your GTC account.