

CHECKLIST



ALCOHOL BEVERAGE LICENSE

All applicants must turn in the completed application and items on the checklist. *** *Please note that you will not start the Alcohol license process until the Business License is completed and paid in full****

- ☐ If business is already established, correct any outstanding code violations prior to applying for an Alcohol Beverage License.
- ☐ Read and Understand the City's [Alcohol Beverage Ordinance](#), Chapter 5 of the Code of Ordinances.
- ☐ [Personnel Statements \(PDF\)](#) from owner, partners, officers, directors, and major stockholders of private corporations, general manager, and store managers. **Individuals required to complete Personnel Statements must complete a fingerprint/background check through a G.A.P.S.-approved fingerprinting location.**

Please click the link below to access the registration website: <https://ga.state.identogo.com/ue>

Go to the registration website and enter the **Service Code**. Under "Reviewing Agency," enter the City's **ORI Number**. Leave the second option blank, then click **Continue**. You should then see "**CITY OF HAPEVILLE**" listed as the agency. Click **Start Enrollment** to begin the registration process. If you need more assistance You may also view the registration instructions here: <https://www.youtube.com/watch?v=F9w3aWTgtYE>

The registration website also provides a list of approved fingerprinting locations and allows you to begin the registration process.

Please use one of the following when registering:

City of Hapeville Service Code: 2TGR22 and ORI Number: GA923355Z

- ☐ Two current passport photographs.
- ☐ Evidence of Ownership of the building or copy of the lease if applicant is leasing the building.
- ☐ Photographs of location: front, side, and rear photos of the desired location.
- ☐ If Retail sale, a survey showing the distance to the nearest school, church, alcohol treatment facility.
- ☐ If applicant represents a franchise, copy of the franchise agreement.
- ☐ If applicant represents a partnership, submit copy of the partnership agreement.
- ☐ If applicant represents a corporation, submit articles of incorporation and certificate of incorporation.
- ☐ If applicant represents an eating establishment, submit a copy of the menu.
- ☐ Complete both an [Employee List \(PDF\)](#) and [Stock Inventory List \(PDF\)](#).
- ☐ Project purchases/projected gross sales (if applying for distilled spirits consumption).
- ☐ Provide a \$5,000 bond to the City for the first 5 years. View a [bond sample \(PDF\)](#).
- ☐ Read over the approved [Alcohol Awareness Training PowerPoint \(PDF\)](#).

- Cash, check, or credit card payment for the \$200.00 administrative fee. ***(This fee should be paid once when you applied for an Alcohol Beverage license).***
- Proof of payment for Public Hearing Notice in the Neighbor Newspaper.
(Please contact the City Clerk before placing a Notice with the Paper)
 - Notice must be advertised once a week for two weeks.
 - [Email the Neighbor Newspaper Office](#) to make advertising arrangements.