City of Lebanon
Certificate of Compliance Retail Package Store

To apply for a Certificate of Compliance, you will need a copy of your lease agreement, social security number, copy of driver's license, sketch of your location (showing the street, adjourning property owners, and nearest church), and the square footage of your building.

Once the application is completed and turned in, it will be sent over to the Police Department for a background check. Once we receive the paperwork back, we will add the application to the next City Council Agenda to go before the City Council. The City of Lebanon City Council meets every 1st and 3rd Tuesday of the month. We must submit the application 11 days before the meeting to have it added to the agenda. Therefore, we cannot give the date of the meeting until we receive the paperwork back from the Police Department. Once the Business Tax Office can add it to the next agenda, you will be contacted with the date of the City Council Meeting.

***Please submit the application early enough to provide ample time for review and processing.**

Once the Certificate of Compliance has been approved and signed, it will be issued to the applicant the following business day.

Application Fee: $250
Cash or Check Only
Please note this fee is non-refundable to cover the administration work.

Per Ordinance No. 25-71429, the City of Lebanon has set a limit to Liquor Stores. As of February 19th, 2025, the City of Lebanon has reached their limit of Liquor Stores that we allow.

City of Lebanon Tennessee

CERTIFICATE OF COMPLIANCE
RETAIL PACKAGE STORE

Pursuant to Tennessee Code Annotated, Title 57, §§57-3-208 and 57-3-213, this is to certify that:

Name of Applicant: _____

Home Address: _____

_____

(City) (State) (Zip)

Date of Birth: _____

SSN: _____

has made application for a Certificate of Compliance to sell retail alcoholic beverages in the County of _____, State of Tennessee, at _____

_____

(Street Address of Liquor Store)

and that an investigation has been undertaken of the applicant's criminal record and of the compliance of said business with local law, ordinances or resolutions, and from said investigation the undersigned certified:

1. That the applicant or applicants who are to be in actual charge of said business have not been convicted of a felony within a ten-year period, immediately preceding the date of the application and, if a corporation, that the executive officers or those in control have not been convicted of a felony within a ten-year period immediately preceding the date of the application; and further, that it is the undersigned's opinion that the applicant will not violate any provisions of Tennessee Code Annotated, Title 57, Chapter 3;
2. That the applicant has secured a location which complies with all restrictions of the laws, ordinances and resolutions;
3. That the applicant or applicants have complied with the residency provisions;
4. That the issuance of this license will not exceed the numerical limit.

This _____ day of _____, 20_____.

_____

Mayor

MAJORITY OF CITY COUNCIL:

_____

_____

_____

_____

MAIL TO: Alcoholic Beverage Commission
Davy Crockett Tower
500 James Robertson Pkwy, 3rd Floor, Nashville, TN 37243

City of Lebanon Tennessee

POLICE DEPARTMENT REPORT ON LIQUOR STORE COMPLIANCE APPLICANT

NAME: _____

ADDRESS: _____

_____

DATE OF BIRTH: _____

SOCIAL SECURITY #: _____

DRIVER'S LICENSE #: _____

TELEPHONE #: _____

BUSINESS LOCATION: _____

_____

INFORMATION RECEIVED FROM BACKGROUND CHECK:

_____

_____

_____

_____

_____

_____

APPROVAL_____ DISAPPROVAL_____

REASONS FOR DISAPPROVAL:

_____

_____

_____

SIGNED: _____

DATE: _____ POSITION: _____

CITY OF LEBANON POLICE DEPARTMENT

City of Lebanon Tennessee

CITY OF LEBANON

APPLICATION FOR LICENSE TO SELL ALCOHOLIC BEVERAGES AT RETAIL

UNDER CHAPTER 257, PUBLIC ACTS OF 1963, SECTIONS 57-801-819, T.C.A. and LEBANON MUNICIPAL CODE TITLE II, CHAPTER 1.

Date _____

I (We), _____, hereby make application for a license to sell alcoholic beverages at retail in the year _____ at the following location:

Name of Store _____

Business Address (No P.O. Box) _____

Business Phone Number: _____

City _____ County _____ State _____ Zip Code _____

Each of the following questions must be fully answered.

1. Do you hold a public office, either appointive or elective ? ___ Yes Please describe _____
___ No

2. Are you a public employee, either Federal, State, County or City ? ___ Yes Please identify _____
___ No

3. Have you, any partner(s), or any other person having any kind of interest in your business even been convicted for any offense under the laws of the State of Tennessee or of any other State of the United States ?
___ Yes Please describe _____
___ No

4. Have you, any partner(s), or any other person having any kind of interest in this business been convicted of any offense under the laws of the State of Tennessee, or of any other State, or of the United States prohibiting or regulating the sale, possession, transportation, storing, manufacturing or otherwise handling of intoxication liquors within ten (10) years preceding the date of this application ?
___ Yes Please describe _____
___ No

5. Have you, any partner(s), or any other person having any kind of interest in this business been engaged in business alone, or with others in violation of any laws, or rules and regulations of the State of Tennessee, prohibiting or regulating the sale, possession, transportation, manufacturing, or otherwise handling intoxicating liquors within ten (10) years of preceding the date of this application ?
___ Yes Please describe _____
___ No

6. Please provide the names & addresses of persons related to you by blood, marriage, or otherwise who own, operate or have any interest in either in a retail Store, wholesale distributor, distillery or supplier:

(Name)	(Address)	(City)	(State)	(Zip Code)
(Name)	(Address)	(City)	(State)	(Zip Code)
(Name)	(Address)	(City)	(State)	(Zip Code)

7. Give the names and addresses of all persons who have any kind of interest, financial, stock ownership, loans, gifts, or securing loans, or otherwise, made for carrying on said business:

(Name)	(Address)	(City)	(State)	(Zip Code)
(Name)	(Address)	(City)	(State)	(Zip Code)
(Name)	(Address)	(City)	(State)	(Zip Code)

8. Give the names and addresses of all persons, other than those already listed above, who share in the profits from your business and state their interest:

(Name)	(Address)	(City)	(State)	(Zip Code)	(Interest)
(Name)	(Address)	(City)	(State)	(Zip Code)	(Interest)
(Name)	(Address)	(City)	(State)	(Zip Code)	(Interest)

9. Give the names and addresses of the owner(s) of the premises on which the Business is to be located and the amount of rental, if any.

(Name)	(Address)	(City)	(State)	(Zip Code)
(Name)	(Address)	(City)	(State)	(Zip Code)
(Name)	(Address)	(City)	(State)	(Zip Code)

As part of this application, you are required to submit a copy of the lease agreement which has been or may be entered into.

10. Do you sub-lease or allow anyone to occupy any of the space covered in this lease ? ___ Yes ____ No

11. Who will be in active control in the management of the Business ? _____

12. Give the name and addresses of any other businesses in which you or your partners, if any, are actively engaged:

_____ _____
(Name) (Address) (City) (State) (Zip Code)

_____ _____
(Name) (Address) (City) (State) (Zip Code)

13. Do you employ some person not otherwise connected with your store who is responsible for the accounting of received funds, financial liabilities, payment of taxes, governmental financial reporting, and financial statements of your Business ? ___ Yes Please identify _____
___ No

14. Do you agree to accept full responsibility for the action of any member of the partnership, if any, or any person employed by you in the conducting of your business ? _____ Yes ____ No

15. If this is an application for a renewal license, please state whether or not you received any financial assistance, loans or otherwise during the previous year ? ____ Yes ____ No

16. If the answer to Question 15. (above) is "Yes," state all facts and details in connection with said financial assistance, loans, or otherwise:

_____
_____
_____

17. If you are indebted to the State of Tennessee or the City of Lebanon for any tax, state who it is owed to and the amount: Due to _____ Amount $ _____
Due to _____ Amount $ _____

18. Give name and addresses of any relative employed by the City of Lebanon:

_____ _____
(Name) (Address) (City) (State) (Zip Code)

_____ _____
(Name) (Address) (City) (State) (Zip Code)

19. Give 3 personal references, including name, address and telephone number, who have known you for at least 5 years and who can attest to your good moral character:

_____ _____ _____
(Name) (Address) (City) (State) (Zip Code) (Interest)

_____ _____ _____
(Name) (Address) (City) (State) (Zip Code) (Interest)

_____ _____ _____
(Name) (Address) (City) (State) (Zip Code) (Interest)

All data, written statements, affidavits, evidence, or other documents submitted in support hereof shall be deemed to be part of this Application.

The applicant agrees that the place for which this application is made will be operated in conformity with Chapter 257, Public Acts of 1963, with Title II, Chapter 1 of the Lebanon Municipal Code, and in conformity with all applicable rules and regulations made pursuant to law which are now, or may hereafter, be in force.

_____ _____

(Name of Applicant) (Street Address)

_____

(City) (State) (Zip Code)

Subscribed and sworn to before me this _____day of _____,

_____

(Notary Public)

My commission expires: _____

Retail Site Information:

1) What is the address of proposed location: _____

2) Who are all of the adjoining property owners ? _____

_____

_____

3) What is the name of and distance to (measured in a straight line from your front door) the nearest church or school ? Church and/or school _____ Distance_____

4) What is the square footage of your building ? _____

5) How many public entrances does your building have and to what street(s) ? _____ _____

6) Please attach to this application a sketch of your location showing the street, adjourning property owners, and the location of the nearest church or school.