



RENEWAL 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 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 new 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 statewide 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.



CITY OF THOMASTON

RENEWAL ALCOHOL LICENSE APPLICATION

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 State or Local alcohol licenses will not be issued until all fees are paid.		City of Thomaston 106 E. Lee Street Thomaston, GA 30286 706-647-6633 Ext 1



CITY OF THOMASTON

RENEWAL ALCOHOL LICENSE APPLICATION

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

<i>Street Address</i>		

City

State

Zip Code

Mobile Phone #

	Home Phone #	
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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 %	
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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



CITY OF THOMASTON

RENEWAL ALCOHOL LICENSE APPLICATION

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.

Not sure if your business is within the DDA? Use our easy DDA tool and enter your address in the search bar, or call City Hall. The DDA tool can be found on our website www.cityofthomaston.com, Business Category, Business License page.

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.

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.



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APPLICANT ACKNOWLEDGEMENT

Read each section 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 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))



CITY OF THOMASTON ALCOHOL LICENSE RENEWAL APPLICATION

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	



CITY OF THOMASTON

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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



RETAIL/RESTAURANT Sales Annual Alcohol Sales Report

- **Class A1, A2:** 50 percent of his/her gross revenue from either food, gas or means other than alcohol sales items; rental income excluded
- **Class B1, B2:** The licensees must derive 50 percent of his/her gross revenue from either food, services or means other than alcohol sales; rental income excluded
- **Class C:** The licensees must derive 50 percent of his/her gross revenue from either food, services or means other than alcohol sales; rental income excluded
- **Class K:** For all purposes of this section, the term "specialty gift shop" shall be defined as any retail gift shop that derives not more than 15 percent of its gross sales from the sale of packaged gift baskets or similar items containing unbroken containers of wine or beer

For all A1, A2, B1, B2, C, and K alcohol licenses, this Annual Alcohol Sales Report is required to be submitted with your Alcohol License Renewal to include one year of sales history.

Reporting Period: (12) month period preceding application

Total Gross Sales	Total Gross Alcohol Sales	Difference
Food, Gas, Merchandise, Lottery, Alcohol and Non-Alcoholic Beverages, etc. (excluding rent)	Beer, Liquor, Wine, etc. Sales	Gross Minus Alcohol Sales
\$ _____	\$ _____	\$ _____

I _____ do solemnly swear subject to criminal penalties for false swearing that the information contained herein is true and no false or fraudulent information is made herein. I (we) further swear that all records required under Section 6-41 of the Alcoholic Beverage Ordinance of the City of Thomaston are maintained and open for inspection by authorized agents of the City.

Printed Name of Licensee

Date

Signature of Licensee

Date

Sworn to and subscribed before me this

_____ day of _____, 20____

NOTARY PUBLIC

My commission expires: _____



CITY OF THOMASTON

RENEWAL ALCOHOL LICENSE APPLICATION

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.

APPLICANT'S PRINTED NAME

APPLICANT'S SIGNATURE

Sworn to and subscribed before me this

_____ day of _____, 20__

NOTARY PUBLIC

My commission expires: _____

IN OFFICE ONLY

Alcohol Application Applicant: _____

Approved: _____

Denied: _____

Russell Thompson

Date

City Manager

City of Thomaston

Reason for Denial:

