

EST. 1823

FAYETTEVILLE

GEORGIA

ALCOHOL

LICENSING & PERMITS CHECKLIST



Alcohol License

Fayetteville Occupational Tax Dept.
210 Stonewall Avenue W Fayetteville GA
Monday - Friday 8 a.m. - 4:30 p.m.
(770) 719-4267



Alcohol Permits

Fayetteville Police Dept.
760 Jimmie Mayfield Blvd. Fayetteville GA
Monday - Friday 8 a.m. - 4:00 p.m.
(770) 461-4441



City of Fayetteville, Georgia
Monday - Friday 8 a.m. - 5 p.m.
www.fayetteville-ga.gov



ALCOHOL LICENSE PROCESS

1

Application and Fee: All applications must be submitted through the Georgia Tax Center, gtc.dor.ga.gov. An application fee of \$300 (new license, change of owner/ non-refundable) Note: No application fee required for Limited Pour and BYOB License.

2

Deed or Lease: A copy of a deed or lease verifying the applicant to be a resident of the State of Georgia.

3

Notarized Affidavit and Criminal History Investigation Form: Applicants cannot have been convicted of, nor entered a plea of nolo contendere to, any felony or a misdemeanor relating to the sale or use of alcoholic beverages or illegal drugs within five (5) years prior to the date of this application. Applicants must read and understand the City of Fayetteville Ordinance regarding the rules and regulations of the sale of alcoholic beverages. The License Representative must be a resident of the State of Georgia and a manager of the business.

*Forms that must be notarized and turned in with the application are as follows: (Notary is available in City Hall)

- a) The application
- b) Personnel Statement
- c) U.S. Citizen/Qualified Alien Affidavit
- d) Private Employer Affidavit
- e) Affidavit of Residence
- f) Alcohol License Applicant's Affidavit

4

Fingerprints for Licensee and License Representative:

The Georgia Applicant Processing Services (GAPS) online system requires applicants to register at www.aps.gemalto.com and have their fingerprints recorded at one of the GAPS locations nearby.

The applicant MUST complete the alcohol application, read the Non-Criminal Justice Applicant's Privacy Rights and the Privacy Act Statement in its entirety and submit it to City Hall before proceeding with the fingerprinting process. Upon receipt of the completed application and payment of the \$300 fee, the applicant will be provided with the City of Fayetteville ORI number which will be required to complete the online registration through GAPS.

5

Notice of Application for License: The applicant shall cause a notice of application to sell alcoholic beverages for consumption on the premises to be posted in a conspicuous manner at the main public entrance to the building or structure where it is proposed that customers be able to order and consume alcoholic beverages by the drink at the site of business designated on the application for a period of two weeks prior to the deadline for submitting public comments. Refer to Sec. 10-48(a) of the alcohol ordinance for details.

6

License Fee: Must be paid prior to the issuance of the license (refundable if unable to secure State of GA license). Annual license fees are as follows:

Retail Package off Premise

- \$500 – Ancillary Growler Malt Beverage Tasting (must have off Premise Beer License)
- \$1,000 – Beer
- \$1,000 – Wine
- \$5,000 – Distilled Spirits

Consumption on Premise

- \$1,000 – Beer
- \$1,000 – Wine
- \$5,000 – Liquor
- \$50 – Limited Pour
- \$500 – BYOB
- \$500 – Alcoholic Frozen Consumables
- \$500 – Ancillary Wine Tasting (must have an on Premise Wine License)

Manufacturer

- \$1,000 – Manufacturer of Malt Beverages
- \$5,000 – Manufacturer of Distilled Spirits

7

Mixed Drink Tax: In addition to license fees, all retail alcoholic beverage dealers for consumption of distilled spirits by the drink on the premises are imposed an excise tax of three percent of the purchase price of the drink. Monthly excise tax reports can be obtained in the Tax & License office or on our city's website. Reports and tax payments are due by the 10th day of the month following the calendar month in which the alcoholic beverages are sold or dispensed.



ALCOHOL LICENSE SUMMARY

Beer and Wine (on and off premises)

- 1 Submit application.
- 2 Submit non-refundable \$300 application fee.
- 3 Receive approval of background check.
- 4 Receive approval from the City Manager.
- 5 Fees for beer and wine sales are \$1,000 each for one calendar year (pro-rated from date issued).

Liquor (distilled spirits, off premises)

- 1 Submit application.
- 2 Submit non-refundable \$300 application fee.
- 3 Receive approval of background check.
- 4 Receive approval from the City Manager.
- 5 Fees for liquor are \$5,000 for one calendar year (pro-rated from date issued).

Liquor (mixed drinks, on premises)

- 1 Submit application.
- 2 Submit non-refundable \$300 application fee.
- 3 Receive approval of background check.
- 4 Receive approval from the City Manager.
- 5 Fees for liquor are \$5,000 for one calendar year (pro-rated from date issued).

Alcoholic Frozen Consumables (on premises)

- 1 Submit application.
- 2 Submit non-refundable \$300 application fee.
- 3 Receive approval of background check.
- 4 Receive approval from the City Manager.
- 5 Fees are \$500 for one calendar year (pro-rated from date issued).

Limited Pour (on premises)

- 1 Submit application **(No application fee)**.
- 2 Receive approval of background check.
- 3 Receive approval from City Manager.
- 4 Fees for beer and/or wine limited pour are \$50 for one calendar year (pro-rated from date issued)

BYOB (on premises)

- 1 Submit application **(No application fee)**.
- 2 Receive approval of background check.
- 3 Receive approval from City Manager.
- 4 Fees for beer and/or wine are \$500 for one calendar year (pro-rated from date issued)

Ancillary Growler Malt Beverage Tasting (must have an off premise beer license)

- 1 Submit application.
- 2 Fees for ancillary growler malt beverage tasting are \$500 for one calendar year (pro-rated from date issued)

Ancillary Wine Tasting (must have an on premise wine license)

- 1 Submit application.
- 2 Fees for ancillary wine tasting are \$500 for one calendar year (pro-rated from date issued)

Manufacturer of Malt Beverages or Manufacturer of Distilled Spirits

- 1 Submit application.
- 2 Submit non-refundable \$300 application fee.
- 3 Receive approval of background check.
- 4 Receive approval from the City Manager.
- 5 **Fees for manufacturer of malt beverage are \$1,000** each for one calendar year (pro-rated from date issued) **Fees for manufacturer of distilled spirits are \$5,000** each for one calendar year (pro-rated from date issued)

NOTE: All employees involved in the sale/serving of alcoholic beverages must obtain a permit from the Fayetteville Police Department.



BUSINESS ALCOHOL LICENSE

The registered Alcohol License holder must complete the required paperwork and submit it to the Occupational Tax Billing Coordinator at Fayetteville City Hall. This process requires a fingerprint-based background check.

Please see www.aps.gemalto.com for more information about fingerprint processing and results. The fingerprinting site **DOES NOT** have the means to provide applicants with a status of their background check.

ALCOHOL HANDLING PERMITS

Permits are required for every employee that sells/serves alcohol. Permits may be obtained at the City of Fayetteville Police Department. A list of employees must be provided to the City of Fayetteville Police Department that includes permit number, home address, and telephone number within 30 days of opening. The list must be updated annually upon alcohol license renewal.



**ALLOW FOUR TO SIX WEEKS PROCESSING TIME
FOR ALCOHOL LICENSING.**

**PLEASE REFER TO THE CITY ORDINANCE FOR
DISTANCE REQUIREMENTS FROM CHURCHES,
SCHOOLS, PRIVATE RESIDENCES, ALCOHOL
TREATMENT CENTERS, ETC., FOR SALES OR
SERVING OF ALCOHOL.**

**CITY OF FAYETTEVILLE ALCOHOL ORDINANCE
AND APPLICATIONS ARE AVAILABLE ONLINE:**

www.fayetteville-ga.gov

**STATE ALCOHOL LICENSE IS ALSO REQUIRED FOR
SALE/SERVING OF ALCOHOL. CONTACT:**

GEORGIA DEPARTMENT OF REVENUE:

877-423-6711

<https://dor.georgia.gov/alcohol-tobacco>

Annual Renewals: All alcohol licenses expire on December 31. Renewal forms will be mailed in October and must be returned with payment by December 1 without penalty per City ordinance. If renewal payments are made online, you must upload or mail in your renewal application. Your license will not be issued until we receive your renewal application.

