



ALCOHOL LICENSE PROCESS

_____ **1. Application Form and Fee:** \$300.00 (new license, change of owner/non-refundable)

(Note: No application fee required for Limited Pour License, Ancillary 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 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) on-line 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 on-line 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)

\$1,000 – Beer

\$1,000 – Wine

\$500 – Ancillary Growler Malt Beverage Tasting (must have an off Premise Beer License)

Consumption on Premise

\$1,000 – Beer

\$1,000 – Wine

\$5,000 – Liquor

\$50 – Limited Pour

\$500 – Ancillary Wine Tasting (must have an on Premise Wine License)

Manufacturer

\$1,000 – Manufacturer of Malt Beverages

_____ **7. Provide a Copy of State License** – to the Billing Coordinator within 90 days of receiving City License. The phone number to obtain a State License is (404) 417-4490. The Georgia Department of Revenue website for State licensing information is <https://dor.georgia.gov/retailers-state-only>.

_____ **8. 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.

_____ **9. 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.

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.