

CITY OF BLAIRSVILLE ALCOHOL LICENSING

Post Office Box 307
Blairsville, GA 30514
Phone (706) 745-2000 ~ Fax (706) 745-7326

ALCOHOL LICENSE APPLICATION INFORMATION

Except for Farm Wineries, the State of Georgia requires that the applicant have its county license before the State will issue its license. Information concerning the State license can be obtained at www.etax.dor.ga.gov or by calling (404) 417-4477.

EVEN AFTER THE APPLICANT HAS RECEIVED A CITY-ISSUED ALCOHOLIC BEVERAGE LICENSE, **NO ALCOHOLIC BEVERAGES MAY BE SOLD UNTIL THE APPLICANT HAS AN ACTIVE AND VALID STATE LICENSE AUTHORIZING SUCH SALES. **Provide Copy of State License When Obtained****

Other contacts that will be needed:

Union County Building Inspection Department	46 Hughes St.	(706) 439-6045
Union County Sheriff's Department	378 Beasley St.	(706) 439-6066

Your application package includes the following:

- 1) City of Blairsville Alcohol Beverage Ordinance
- 2) License Application Information
- 3) Application Alcohol Beverage License
- 4) Schedule of Fees
- 5) Background Check Consent Form (for Sheriff's Department/GBI)
- 6) Background Check Consent Form for Employee Application for Alcoholic Beverage Permit (for Sheriff's Department/GBI)
- 7) Registered Agent Consent Form
- 8) Tax Delinquency Certification
- 9) Sheriff's Background Investigation and Criminal History Report
- 10) Employer Affidavit Regarding Training
- 11) Employee Affidavit Affirming Training
- 12) Building Inspection Consent Form (for Building Department)
- 13) Building Inspection Compliance Checklist

The following must be received before we can consider your application:

- ☐ Completed Application for Alcoholic Beverage License
- ☐ License Fees
- ☐ Investigative and Administrative Fees
- ☐ Background Check Report from Sheriff's Dept.
- ☐ *Registered Agent Consent Form
- ☐ Photo ID of Applicant and Registered Agent (if applicable)
- ☐ Employer Affidavit Regarding Training
- ☐ Affidavit of Publication of newspaper advertisement

- ☐ Evidence of ownership of building or copy of lease if leasing
- ☐ Report certifying no tax delinquency
- ☐ Certified Report from Building Inspection
- ☐ For Partnerships, attach Partnership Agreement
- ☐ For Corporations or LLC's, attach Certificate of Incorporation or Organization
- ☐ Affidavits of Employees

*** If Applicable**

The application will not be accepted without all of the above documents. Please call for an appointment with the City Clerk (706-745-2000) when you are ready to return your completed application. The City Council will have up to 45 days to investigate the application and the background of the applicant.

FOLLOWING ARE SOME IMPORTANT REMINDERS:

APPLICANT:

- Must be at least 21 years of age
- If the Applicant is not a resident of the county at the time of making application, the Applicant must designate a Registered Agent who must be a resident of the county at the time of making application.

BACKGROUND CHECK:

As a prerequisite to the issuance of a permit or license, the applicant shall furnish a complete set of fingerprints to be forwarded to the Georgia Bureau of Investigation, which shall search the files of the state crime information center for any instance of criminal activity during the three (3) years immediately preceding the date of the application.

Before background checks will be performed by the GBI, \$43.25 per person payable in cash to the City of Blairsville and fingerprinting cost of \$10.00 payable in cash to the Sheriff's Department for the background investigation to be performed. A receipt will be given for each person for whom payment was received. This receipt and the Background Check Consent Form must be delivered to the Sheriff's office for fingerprinting. The results of the investigation will be delivered by the Sheriff's Office to the City of Blairsville to be placed with the balance of the application package when completed by the applicant.

ALCOHOLIC BEVERAGE PERMIT:

All persons, including the applicant, who is engaged in pouring or serving alcoholic beverages or providing samples, shall obtain and possess a valid Alcoholic Beverage Permit. The Permit shall be obtained from the City, and the Permit fee of \$10.00 shall be payable in cash to the City of Blairsville. The Permit is valid for one year, and shall be renewed each year prior to the holder's birthday.

BUILDING INSPECTION CONSENT FORM

Applicant must complete a Building Inspection Consent Form to be delivered to the Building Inspection Department. There will be a \$35.00 fee for each inspection required by the Building Inspection Department, payable at the Building Inspection Department. Each building in which a business will be located shall be:

- Complete and in good repair
- Constructed of permanent exterior materials
- Be neat, clean and well maintained at all times
- Exterior lighting shall be aimed at and around the premises so as to minimize any negative effects on neighboring properties
- All parking areas must be maintained in good repair in a neat and clean manner.
- Each location at which a business will be located shall front on a highway or a paved roadway.

FEES:

- All fees are payable to the City of Blairsville. They must be in **cash, money order or bank check**. No personal or business checks will be accepted.
- License Fee and Administrative/investigative Fee must be separate checks or cash as above.
- If applicant is denied a state license, the deposit representing the initial license fee shall be refunded, but the cost paid for the application, investigation and administrative cost shall be retained.
- Any applicant for a license who has in existence at the time of making the new application an existing license shall pay a standard application fee and an administrative fee of one-half the regular administrative fee but shall pay a separate full license fee for each license.
- When an applicant is making applications for more than one license at the same time, the applicant shall pay only one administrative fee of 125% of a normal administrative fee, but shall pay a separate full license fee for each license.
- The payment of all license fees in full shall be a prerequisite to the issuance of a license unless otherwise provided by resolution of the City Council.
- The suspension or revocation of any license granted shall not entitle the licensee to a return of any portion of the license fees.

LEASE, RENTAL AGREEMENT OR PROOF OF OWNERSHIP:

A copy of the lease or rental agreement must accompany the application, or if the applicant is a franchisee, the applicant must attach a copy of the franchise agreement or contract with the application. If the applicant owns the property, proof of ownership must be submitted (deed).

NEWSPAPER ADVERTISEMENT:

Any person or business entity desiring to obtain an alcoholic beverage license shall advertise his intention to make application to the City Council for the issuance of a license:

- Shall be published for at least two consecutive weeks in the newspaper which is the legal organ of the county.
- Shall contain a statement showing the location and name of the proposed business, and the name of the applicant.
- Shall be at least one eighth of a page and of at least an 8 point font size.
- An affidavit of publication shall be attached to the written application for an alcoholic beverage license.
- If the location of a license changes or there is a change in ownership, another advertisement shall be required.

LICENSE RENEWAL:

Licenses expire on December 31st of each year and an application for renewal shall be made annually on or before the 30th day of November each year. IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR LICENSE IS RENEWED.

Any licensee must annually meet the requirements set forth in the ordinance in order to obtain a renewal of any license. Renewal applications received after November 30th shall incur a late fee of 20% of the renewal fee as a late charge penalty.

REQUIREMENTS AFTER THE ALCOHOL LICENSE IS ISSUED**FOOD SALES REPORTING:**

All licensed establishments must maintain the following records for a three-year period and make them available for audit at the licensed premises or other office or headquarters located in the City of Blairsville:

- Monthly income or operating statements.
- Daily sales receipts showing liquor, beer, wine, food, fuel and other items sales separately, according to the type of license.
- Daily cash register receipts such as Z tapes or guest tickets.

- Monthly state sales and use tax reports.
- Federal income tax return, with all Form 1099's.
- All invoices or other statements reflecting a record of alcohol purchases by the licensee.
- Electronic equivalents of records may be accepted, if needed, and if the county or Alcohol Board agrees.

At least semi-annually, or as at such other times as requested, all licensed establishments shall submit to the City of Blairsville summaries of financial records (or electronic equivalent) showing compliance with the required percentage sales requirements, together with copies of back-up documentation.

EXCISE TAXES:

Upon issuance of your Alcoholic Beverage License, you are required to submit monthly excise tax reports and payments.

TRAINING:

Training shall consist at a minimum either written or video training materials recognized and approved as appropriate training by the City Council. This is an ongoing requirement for all new employees.

REQUIRED AFFIDAVITS:

Upon a license being granted, an affidavit signed by each employee, manager, server, cashier or other person handling the sale or service of alcoholic beverages in any way, including owners who work in any premises selling alcoholic beverages, shall be filed with the City Council, attesting that the person has received training, is familiar with the Alcoholic Beverage Ordinance, and has read and agrees to follow the written policies and procedures provided to each person. Employees who serve or pour alcohol must also attach a photocopy of a valid Alcoholic Beverage Permit issued by the City of Blairsville.