

## INSTRUCTIONS AND CHECKLIST

**PLEASE NOTE: THE APPLICATION MUST BE COMPLETED IN ITS ENTIRETY BEFORE BEING ACCEPTED BY THE LICENSING OFFICE. EACH QUESTION MUST BE ANSWERED.**

In order to be considered for an Alcoholic Beverage License, the following procedures must be followed:

- \_\_\_\_\_ 1. The application and all attachments must be typed or legibly printed in black ink. The Licensing Office reserves the right to refuse to accept any application and/or attachment(s) that are considered illegible.
- \_\_\_\_\_ 2. Complete and attach Affidavit Verifying Status of residency.
- \_\_\_\_\_ 3. A complete personal financial statement for the licensee, each owner and each partner must be submitted. Include assets, liabilities, and capital. (One form is attached make copies as needed.) Also, a copy of the most recent income tax return for the licensee and for the managing agent.
- \_\_\_\_\_ 4. Provide a copy of the Registered agent and Managing agent's drivers license.
- \_\_\_\_\_ 5. A criminal history consent form (page 14) must be completed and submitted with this application for each of the following: owner, sole proprietor, partner and managing agent (make additional copies as needed).
- \_\_\_\_\_ 6. Persons that are **not** U.S. Citizens must provide **original** Immigration Card I-551 to the Licensing Office for verification and copying. Naturalized citizens must provide their **original** certificate of naturalization for verification by the Licensing Office. **This applies to the licensee, each owner and each partner.**
- \_\_\_\_\_ 7 Provide a copy of the Certificate of Incorporation if the business is a corporation or a Certificate of Organization when the business is an LLC.
- \_\_\_\_\_ 8. Provide an executed and dated Purchase Agreement – if you are buying an existing establishment
- \_\_\_\_\_ 9. Provide a drawing, to scale, showing the nearest church, funeral chapel, school or college or by affidavit of a registered surveyor that the proposed location of the business complies with section 6-138 of the City of Clarkesville's Alcoholic Beverage Ordinance. (Not required for change of managing agent.)
- \_\_\_\_\_ 10. Detailed plans or drawing of the inside and outside of the proposed building and outside premises is required.
- \_\_\_\_\_ 11. Provide a complete menu with food prices, alcoholic beverage size and prices and a statement of hours of sale of food and alcohol, for consumption on premises.
- \_\_\_\_\_ 12. Provide a copy of a lease and/or sublease, contract, management agreement, lease agreement, and/or purchase agreement or deed for the property.
- \_\_\_\_\_ 13. Proof that Registered Agent is a resident of Habersham County, ie; phone bill, power bill, or

driver's license if their current address is the same address on their license.

- \_\_\_\_ 14. Documentation of the Managing Agent's home address, such as phone bill, power bill or driver's license if it reflects the same address on the application.
- \_\_\_\_ 15. Submit a completed Business Occupation Tax Application, **not** required for change of Managing Agent, [A fee is also required.]
- \_\_\_\_ 16. Submit payment of your Alcoholic Beverage License fee by one of the following methods: cash, certified check, or cashier's check, made payable to the City of Clarkesville for the proper amount.
- \_\_\_\_ 17. Submit Affidavit from the Northeast Georgian verifying dates of legal advertisement

**\*\*Please note that once the application is completed and accepted in the Licensing Office the owner, each partner and the managing agent will be required to submit to electronic fingerprinting.**

PLEASE BE ADVISED THAT, IN ADDITION TO A CITY OF CLARKESVILLE ALCOHOLIC BEVERAGE LICENSE, YOU MUST ALSO OBTAIN A LICENSE FROM THE STATE OF GEORGIA. CONTACT THEM AT:

**GEORGIA DEPARTMENT OF REVENUE  
ALCOHOL AND TOBACCO TAX UNIT  
LICENSING SECTION  
TELEPHONE: 404-417-4900**

Once the application is **complete**; you will need to make an appointment with the Licensing Office for review of the application. If it is found to be incomplete, it will be returned to you for completion. If it is found to be complete and in order, the Licensing Office will conduct a background investigation and will submit the application to the City Council at the next available meeting. It is not necessary for you to attend this meeting unless you are notified by the Licensing Office.

If your application is **approved**, your Alcoholic Beverage License will be forwarded to you immediately, if your application is **disapproved**, you will be notified in **writing** immediately.

**Please read the application carefully and answer all questions. Omissions and/or false statements associated with this application are grounds for revocation or denial of an alcoholic beverage license and criminal penalties for false swearing.**