



Chatham County ~ Department of Building Safety & Regulatory Services
Occupational Tax Division ~ P.O. Box 8161, Savannah, GA 31412-8161
Physical Address: 1117 Eisenhower Drive, Suite D, Savannah GA 31406
Office: 912-201-4300 | Fax 912-201-4301
Website: www.buildingsafety.chathamcountyga.gov

Requirements for an Alcohol License

- New businesses must apply for a Chatham County Alcoholic Beverage license if your business will sell, serve or dispense alcohol.
- All new applicants are required to complete a GBI non-criminal history/background check with this application for processing purposes. Background checks are conducted at Chatham County Police Record's Department at 295 Police Memorial Drive (off of Chatham Pkwy). Background checks are only Tuesday's and Thursday's from 1:30pm until 4:30pm on. Chatham County Police Record's Department can be contacted at 912-652-6988.
- A state license must be obtained through the Georgia State Department of Revenue (DOR) before any Alcoholic beverages can be sold or served. If you are applying for a alcohol beverage license, a copy of your local license must be provided to the state for processing. Contac the Department of Revenue at 1-877-423-6711 OR you may – Email: aldiv@dor.ga.gov.
- Upon completion of the non-criminal history/background check, Chatham County Occupational Tax Division will schedule an appointment with applying applicant to submit Alcoholic Beverage Fees.
(Please provide a valid telephone number and email address).
- Copy of Driver's License / State ID/ Passport (*all applicants*)
- The alcohol licensing approval process generally takes up to 45 business days for approval.
- The alcohol beverage license will expire on December 31st of the year you applied.
- The alcoholic beverage license is **NON-TRANSFERABLE** and a change of ownership will require a new application and fees.
- All renewing applicants must provide a copy of their current State of GA license and proof that their Alcohol Beverage Excise Tax is paid current with Chatham County Finance Department before their license(s) will be renewed.
- Each new applicant for an alcoholic beverage license shall pay a non-refundable application fee for each license type, whether the license is granted, denied, or withdrawn.
- All retail applicants must provide the name, address, and telephone of each of their wholesale distributor(s).

Reviewing Agency Identification (ORD): #GA923382Z



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Alcoholic Beverage License Application

The application must be fully completed and notarized before processing. Please type or print clearly with a ballpoint pen. All alcohol licenses expire on December 31st of year issued. Report any changes of location/mailling address promptly to the Occupational Tax Division.

Property identification Number (PIN): _____

Business Name (As Advertised): _____

Corporation Name: _____

Business Address: _____ City _____ State: _____ Zip Code: _____

Business Phone: _____ Email: _____

Name of Applicant: _____

Your relationship with this business: Manager Officer Registered Agent Sole Owner

Residence: _____ City: _____ State: _____ Zip: _____

Contact/Cell Phone: _____ Email: _____

Date of Birth: _____ Sex: _____ Race: _____ Social Security/Fed. Tax I.D. #: _____

Driver's License Number _____ State: _____ Georgia Sales Tax I.D. # _____

Have you ever been arrested? YES NO If Yes, give date and offense: _____

U.S Citizen: YES NO Legal Alien: YES NO Alien Registration (residency card) must be provided.

Has alcohol been sold or served at this location previously? YES NO

Will your establishment provide "LIVE" entertainment? NO YES If Yes, explain: _____

What are your hours of operation: M-F _____ Saturday _____ Sunday _____

Type of Business (check all that apply):

- Alcohol Caterer Convenience Store Distributor Hotel/Motel Lounge Package Shop Private Club
- Restaurant Special Event Superstore/Grocery Store Tiki Boat Special Event Permit

License is for: Pouring Retail Sunday Sale Retail Wholesale

Type: Beer Wine Liquor ALL

§17-105 Expiration and Renewal of Licenses. Alcoholic Beverage Licenses shall expire on December 31 of each calendar year.

- (1) Evidence shall be provided that all monthly alcoholic beverage excise tax returns and payments are current with the Chatham County Finance Department as of December 31 each year before an alcoholic beverage license will be renewed.
- (2) Failure to renew the Alcoholic Beverage License by January 31 will result in suspension of the Alcoholic Beverage License with notification to the State of Georgia Department of Revenue of the suspension.
- (3) Any renewal applications received after January 31 shall require a reapplication for an alcoholic beverage license and the application fee will be assessed at 150% of a new application fee. The applicant shall be required to comply with all rules and regulations for the granting of new licenses as if no previous license had been held. This will include a reassessment of all investigative, administrative, and any other State or Federal fees.
- (4) No alcoholic beverage sales will be permitted during the reapplication process. All alcoholic beverage sales shall be suspended until the renewal license is issued.

Affidavit of Applicant

The undersigned agree, if a license is issued as herein applied for, to comply at all times and observe all the provisions of Chatham County Code Chapter 17- Alcoholic Beverage Ordinance and all Federal and State Statutes and all other laws of this State and the rules and regulations promulgated by the Georgia Department of Revenue. I certify under penalty of law and disqualification of licensure that all statements are true and complete. I hereby authorize any agent/representative of Chatham County to conduct a non-criminal background check to operate within Unincorporated Chatham County limits, and certify that I am the person authorized by the business herein named to file this application, including accompanying documents. I further certify that all statements and information provided on and with this application are true, correct and complete.

Date License Applied For: _____ Applicant's Signature _____

NOTARY PUBLIC:

Sworn and subscribed before me this day of _____, 20____. My Commission Expires:

Notary Public _____ AFFIX SEAL

*****Official Use Only*****

Payment: Cash Credit Card Check/M.O. # _____ Receipt # _____

Zoning: This location Is Is NOT properly zoned for the proposed business use. Zoning District _____

Zoning Administrator: _____ Date: _____

Police Approval: Distance to nearest school: _____ Church: _____

Type of Neighborhood: Residential Commercial Will traffic be a factor: Yes No If so, explain: _____

Any previous complaints from CCPD: Yes No Criminal Background Record: Yes NO

If so, explain: _____

This business and/or applicant: Is Is NOT approved by CCPD.

Police Department: _____ Date: _____

Alcoholic Beverage License # _____ District _____



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Alcoholic Beverage Yearly Fees

Application Fees (All application fees are non-refundable):

- Beer Application \$150 Sunday Sales \$100.00
- Wine Application \$150 Newspaper Ad \$15.00
- Liquor Application \$300 Business Name Change \$25.00

Sale by Package Fees (Retail Only):

- Beer \$600 Sunday Sales Permit for Package \$100
- Wine \$600
- Liquor \$2500

- Package Shop \$3700

Sale by Drink for Consumption Fees (Pouring Only):

- Beer \$600 Sunday Sales \$200
- Wine \$600
- Liquor \$2500

Wholesale Distributors:

- Beer \$1500 Distiller, Brewer, or Manufacturer of Alcoholic Beverages \$5000
- Wine \$1500
- Liquor \$5000

TOTAL AMOUNT DUE:

\$ _____

Any renewal applications received after January 31 shall require a reapplication for an alcoholic beverage license and the application fee will be assessed at 150% of a new application fee.

Special Event Fees

<u>SPECIAL EVENT FEES:</u>	
Permit \$100.00 per day	
<u>Special Event Misc. Fees: (Non-refundable)</u>	
Application	\$25.00
Newspaper Ad	\$15.00
GBI Background Check	\$45.00

Vendor Fee:

Vendor Permit \$10.00 per day

Special Event Alcohol Fees (once every six (6) months ONLY)

Beer \$100.00 per day
Wine \$100.00 per day
Liquor \$100.00 per day



CHATHAM COUNTY
 Finance Department
 124 Bull Street, Suite 340
 Savannah, GA 31401

LIQUOR BY THE DRINK EXCISE TAX RETURN
 (Revised Date July 2020)

1. BUSINESS NAME: _____
(AS ADVERTISED)
2. BUSINESS LOCATION _____ CITY _____ ST _____ ZIP _____
(STREET ADDRESS)
3. CORPORATE NAME: _____
4. CHATHAM COUNTY ALCOHOL LICENSE # _____ GEORGIA SALES TAX # _____
5. REPORTING MONTH: [] JAN [] FEB [] MAR [] APR [] MAY [] JUN [] JUL [] AUG [] SEPT [] OCT [] NOV [] DEC
6. REPORTING YEAR: 20 _____ BUSINESS PHONE: _____

THIS RETURN IS SUBJECT TO AUDIT

- A. Gross sales of liquor by the drink: \$ _____
 - B. Tax (3% of line #1): \$ _____
 - C. Delinquent fee (add 5% or \$5 late penalty, whichever is greater): \$ _____
- TOTAL AMOUNT DUE: \$ _____**

PAYMENT MUST BE RECEIVED IN THE CHATHAM COUNTY FINANCE DEPARTMENT BY THE 20th DAY OF THE MONTH FOR THE PRECEDING MONTH.
Must be submitted even if no taxes were withheld or due to Chatham County.

I declare under penalties prescribed that the information provided in this return is true and correct to the best of my knowledge and best of my knowledge.

Signature of Applicant: _____ Date _____

Printed Name of Applicant _____ Title _____

***REQUIRED: NAME, ADDRESS & CONTACT NUMBER OF WHOLESALE DISTRIBUTOR (ATTACH TO RETURN)**