



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](http://www.buildingsafety.chathamcountyga.gov)

## Sunday Sales Application

Property Identification Number (PIN): \_\_\_\_\_ Tax Year: \_\_\_\_\_

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. # \_\_\_\_\_

Code of Chatham County, Chapter 17, Article I, Alcoholic Beverage Code permits the sale of alcoholic beverages for consumption on the premises in eating establishments or inns between the hours of 11:00 a.m. and 12:00 midnight on Sunday. Provided that such eating establishment is licensed to sell distilled spirits, malt beverages or wine and which derives at least fifty percent (50%) of its total annual gross food and beverage sales from the sale of prepared meals or food.

An Inn establishment which is licensed to sell distilled spirits, malt beverages, or wines and which derives at least 50 percent of its total annual gross income from the rental of rooms for overnight lodging. Each bar or restaurant within Chatham County shall pay in addition to the regular license provided by this ordinance, an excise tax of 3% on distilled spirits sold by the drink to Chatham County Finance Department.

All applications must be approved by the Chatham County Commissioners, before engaging in said business.

**Reviewing Agency Identification (ORI): #GA923382Z**

Alcoholic Beverage License # \_\_\_\_\_ District \_\_\_\_\_

**Section A.** Complete this section for **Eating Establishment's ONLY**

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**NEW BUSINESS:**  If you are filing this affidavit for a new business.

**RENEWAL:**  If you are filing this affidavit for a renewal of business.

I certify that I fully intend and expect that the establishment will derive at least 50% of its total annual gross food and beverage sales income from the sale of prepared meals or food during the remainder of the current calendar year. It is understood that a renewal affidavit must be submitted annually for renewal subject to approval by the Board of Commissioners.

1. Is a full kitchen facility (See Section 113 of Chatham County Alcoholic Beverage Ordinance) open and operating to prepare food on the premises for serving in the establishment? **Yes**  **No**   
**If No, explain:** \_\_\_\_\_

2. Is a specific area of the establishment set aside, set up, operating to serve prepared food on the premises? **Yes**  **No**   
**If No, explain:** \_\_\_\_\_

3. Does the establishment have a printed or posted menu from which selections for prepared meals can be made? **Yes**  **No**   
**If No, explain:** \_\_\_\_\_

4. Is it understood, acknowledged and agreed that if the County should call upon you to provide documentary evidence of any claim made in this affidavit, such evidence will be provided promptly and completely? **Yes**  **No**   
**If No, explain:** \_\_\_\_\_

5. Is it understood and agreed that the accounting records of the eating establishment for which this application is being made will be maintained as outlined below and, if requested, made available for audit by duly authorized representatives of the County? **Yes**  **No**   
**If No, explain:** \_\_\_\_\_

**Failure to maintain such records as outlined below will result in revocation of Sunday Sales License:**

- a) A summary of each month's gross receipts categorized as to food, beer, wine, liquor will be maintained and must be supported by individual documented transactions. This summary will be prepared on a timely basis.
- b) Documentary evidence of all food, liquor, beer and wine purchased for resale during the year will be kept on file.
- c) A detailed physical inventory of all food, liquor, beer and wine on hand as of December 31<sup>st</sup> of each year, and will be performed and documented.
- d) All the above-mentioned accounting records for this establishment shall be maintained in a fashion that is separate and distinct from the accounting records of any other operation or business conducted by the licensee.
- e) All state and federal tax returns and/or regulatory reports along with all supporting documentation will be available for review by County personnel.
- f) All records and documents mentioned above for a particular calendar year shall be kept available for review by County personnel for two years after the end of the calendar year.

6. Is it understood and agreed that Chatham County and its authorized agents, employees and representatives have the right to enter upon the premises of applicants and license holders to inspect the premises and determine whether they comply with the Chatham County Alcoholic Beverage Ordinance and this affidavit? **Yes**  **No**

**If No, explain:** \_\_\_\_\_

## Section B.

### Complete this section for Inn's ONLY

**NEW BUSINESS:**  If you are filing this affidavit for a new business.

**RENEWAL:**  If you are filing this affidavit for a renewal of business.

I certify that I fully intend and expect that the establishment will derive at least 50% of its total room rental and beverage sales income from the rental of rooms during the remainder of the current calendar year. It is understood that a renewal affidavit completed by applicant must be submitted if authority for Sunday alcoholic beverage sales is to be continued next year.

1. Is it understood, acknowledged and agreed that if the County should call upon you to provide documentary evidence of any claim made in this affidavit, such evidence will be provided promptly and completely? **Yes**  **No**

**If No, explain:** \_\_\_\_\_

2. Is it understood and agreed that the accounting records of the establishment for which this application is being made will be maintained as outlined below and, if requested, made available for audit by duly authorized representatives of the County? **Yes**  **No**

**If No, explain:** \_\_\_\_\_

**Failure to maintain such records as outlined below will result in revocation of Sunday Sales License.**

- a) A summary of each month's gross receipts categorized as to beer, wine, and liquor will be maintained and must be supported by individual documented transactions. This summary will be prepared on a timely basis.
- b) Documentary evidence of all liquor, beer and wine purchased for resale during the year will be kept on file.
- c) Documentary evidence of room rental income for the calendar year will be on file.
- d) A detailed physical inventory of all liquor, beer and wine on hand as of December 31<sup>st</sup> of each year, and will be performed and documented.
- e) All the above-mentioned accounting records for this establishment shall be maintained in a fashion that is separate and distinct from the accounting records of any other operation or business conducted by the licensee.
- f) All state and federal tax returns and/or regulatory reports along with all supporting documentation will be available for review by County personnel.
- g) All records and documents mentioned above for a particular calendar year shall be kept available for review by County personnel for two years after the end of the calendar year.

3. Is it understood and agreed that Chatham County and its authorized agents, employees and representatives have the right to enter upon the premises of applicants and license holders to inspect the premises and determine whether they comply with the Chatham County Alcoholic Beverage Ordinance and this affidavit? **Yes**  **No**   
**If No, explain:** \_\_\_\_\_

**AFFIDAVIT CERTIFICATION FOR:**  Eating Establishment  Inn

**Warning: Any false statement(s) made on this Affidavit shall be grounds for:**

1. Action to revoke authorization for Sunday Sales license.
2. Action to revoke your Alcoholic Beverage license at any time.
3. Action to prosecute for swearing to false information.

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 # \_\_\_\_\_

This Business & Location  Does  Does Not Meet Local Alcoholic Beverage Ordinance.

Pictures of Kitchen Attached:  Yes  No

If No, explain: \_\_\_\_\_

\_\_\_\_\_

Fire Prevention: \_\_\_\_\_ Date: \_\_\_\_\_

**Renewing Applicant's Only**

To determine the food percentage or room rental percentage, divide line A by line E.

Eating Establishment

- A. Annual Gross Receipts – Food \_\_\_\_\_
  - B. Annual Gross Receipts – Liquor \_\_\_\_\_
  - C. Annual Gross Receipts – Beer \_\_\_\_\_
  - D. Annual Gross Receipts – Wine \_\_\_\_\_
  - E. TOTAL: \_\_\_\_\_
- FOOD PERCENTAGE: \_\_\_\_\_

Inn

- A. Annual Gross Receipts - Room Rental \_\_\_\_\_
  - B. Annual Gross Receipts – Liquor \_\_\_\_\_
  - C. Annual Gross Receipts – Beer \_\_\_\_\_
  - D. Annual Gross Receipts – Wine \_\_\_\_\_
  - E. TOTAL: \_\_\_\_\_
- ROOM RENTAL PERCENTAGE: \_\_\_\_\_

The above figures were obtained from the general ledger of this business for the **year ending \_\_\_\_\_**, and can be verified through the attached financial records as evidence. I understand and agree to make all records available for audit by any duly authorized representative(s) of Chatham County at any time. I understand and do hereby state under penalty of law that the information contained herein properly reflects the true financial information in the business books and records. I acknowledge Sunday Sales are only authorized from 12:30 noon Sunday until 2:55 a.m. Monday Morning.

Renewal Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_



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## Alcoholic Beverage Yearly Fees

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

- |   |       |   |          |
|---|-------|---|----------|
| <input type="checkbox"/> Beer Application   | \$150 | <input type="checkbox"/> Sunday Sales         | \$100.00 |
| <input type="checkbox"/> Wine Application   | \$150 | <input type="checkbox"/> Newspaper Ad         | \$15.00  |
| <input type="checkbox"/> Liquor Application | \$300 | <input type="checkbox"/> Business Name Change | \$25.00  |

### Sale by Package Fees (Retail Only):

- |                                       |        |  |       |
|---------------------------------------|--------|--|-------|
| <input type="checkbox"/> Beer         | \$600  | <input type="checkbox"/> Sunday Sales Permit for Package | \$100 |
| <input type="checkbox"/> Wine         | \$600  |  |       |
| <input type="checkbox"/> Liquor       | \$2500 |  |       |
| <input type="checkbox"/> Package Shop | \$3700 |  |       |

### Sale by Drink for Consumption Fees (Pouring Only):

- |                                 |        |                                       |       |
|---------------------------------|--------|---------------------------------------|-------|
| <input type="checkbox"/> Beer   | \$600  | <input type="checkbox"/> Sunday Sales | \$200 |
| <input type="checkbox"/> Wine   | \$600  |                                       |       |
| <input type="checkbox"/> Liquor | \$2500 |                                       |       |

### Wholesale Distributors:

- |                                 |        |  |        |
|---------------------------------|--------|--|--------|
| <input type="checkbox"/> Beer   | \$1500 | <input type="checkbox"/> Distiller, Brewer, or Manufacturer of Alcoholic Beverages | \$5000 |
| <input type="checkbox"/> Wine   | \$1500 |  |        |
| <input type="checkbox"/> 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 Misc. Fees: (Non-refundable)</u>	
Application	\$25.00
Newspaper Ad	\$15.00
GBI Background Check	\$45.00

### SPECIAL EVENT FEES:

Permit \$100.00 per day

### 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