



CHATHAM COUNTY  
ALCOHOLIC BEVERAGE  
SUNDAY SALES AFFIDAVIT  
YEAR \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CORPORATION NAME: \_\_\_\_\_

BUSINESS LOCATION: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
*(PHYSICAL STREET ADDRESS)*

SUNDAY SALES LICENSE # \_\_\_\_\_ - \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ OR FEDERAL ID #: \_\_\_\_\_

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.

**Section A. Complete this section for Eating Establishment'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 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: (A) Eating Establishment [ ] or (B) Inn [ ]**

**TAKE NOTICE: Any false statement made on this Affidavit shall be grounds for:**

- 1. Action to revoke authorization for Sunday sale of alcoholic beverages;
- 2. Action to revoke your County license to sell alcoholic beverages at any time;
- 3. Action to prosecute you under the law for swearing to false information;

**THE FOREGOING CERTIFICATION IS HEREBY MADE ON OATH, WILFULLY, KNOWINGLY, AND ABSOLUTELY AND THE SAME IS HEREBY SWORN TO BE TRUE UNDER PENALTY FOR FALSE SWEARING, AS PROVIDED BY LAW.**

\_\_\_\_\_  
DATE LICENSE APPLIED FOR:

\_\_\_\_\_  
SIGNATURE OF APPLICANT:

**NOTARY PUBLIC:**

SUBSCRIBED TO AND SWORN BEFORE ME THIS

COMMISSION EXPIRES:

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

SEAL

\_\_\_\_\_  
NOTARY SIGNATURE

**OFFICE USE ONLY**

\*\*\*\*\*

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

**Pictures of Kitchen Attached: [ ] Yes [ ] No If Not, 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 DOCUMENTARY EVIDENCE. I UNDERSTAND AND AGREE TO MAKE ALL RECORDS AVAILABLE FOR AUDIT BY ANY DULY AUTHORIZED REPRESENTATIVE(S) OF THE COUNTY AT ANY TIME. I UNDERSTAND AND DO HEREBY STATE UNDER PENALTY OF LAW THAT THE INFORMATION CONTAINED HEREIN PROPERLY REFLECTS THE INFORMATION IN THE BUSINESS BOOKS AND RECORDS.

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

\_\_\_\_\_  
**Signature of Applicant**



## CHATHAM COUNTY

### DEPARTMENT OF BUILDING SAFETY AND REGULATORY SERVICES

P.O. Box 8161

Savannah, GA 31412-8161

912-201-4300 | Fax 912-201-4301

<http://buildingsafety.chathamcountyga.gov>



Gregori S. Anderson, CBO  
Director

Clifford Bascombe, CBO  
Assistant Director

## Occupational Tax Licensing Process

### REVIEWING AGENCY IDENTIFICATION (ORI): #GA923382Z

#### NEW BUSINESS LICENSE / ALCOHOLIC BEVERAGE APPLICATION:

1. Print Business /Alcoholic Beverage License application:

<https://buildingsafety.chathamcountyga.gov/LicensingDivision/AlcoholicBeverage>

2. Fill in and complete entire application. Take application to the Chatham County Police Department Record's Office, which is located at 295 Police Memorial Drive off Chatham Parkway. Fingerprinting hours are 1:30pm thru 4:30pm on Tuesdays and Thursdays **ONLY**. You may contact CCPD Record's Office at 912-652-6988.

3. The following items must be submitted to the Chatham County Police Record's Department office along with your application: **Incomplete applications will not be accepted.**

#### **Please submit the following:**

- a. completed & notarized business/alcoholic beverage license application
- b. copy of current driver's license or state identification
- c. Affidavit Verifying Status
- d. Private Employer Affidavit
- e. Sunday sales require a separate Affidavit application (only if applicable)
- f. police admin fee (see guidelines)

4. Upon completion of the background check, Chatham County Occupational Tax Section will schedule an appointment with applicant to submit Alcoholic Beverage Fees.

**(Please include a valid telephone number or email address of applying applicant).**

**5. Please note applications take up to 45 days for approval.**

**PLEASE DO NOT SUBMIT LICENSE FEES TO THE CHATHAM COUNTY POLICE  
RECORD'S DEPARTMENT**



## GUIDELINES FOR FEES

APPLICATION FEE	\$25.00 (NON-REFUNDABLE)
AD FEE	\$15.00 (NON-REFUNDABLE)
GBI BACKGROUND FEE	\$45.00 (NON-REFUNDABLE)
POLICE ADMIN. FEE (Fingerprint)	\$5.00 (NON-REFUNDABLE)
BUSINESS NAME CHANGE	\$25.00 (SAME OWNERSHIP)

### RETAIL

	<u>YEARLY FEE</u>	<u>½ YEAR FEE AT 50% OF YEARLY</u>	<u>50% LATE PENALTY</u>
BEER	\$ 580.00	\$ 290.00	\$ 290.00
WINE	\$ 580.00	\$ 290.00	\$ 290.00
LIQUOR	\$2,400.00	\$1,200.00	\$ 1,200.00
	<u>\$3,560.00</u>	<u>\$1,780.00</u>	<u>\$1,780.00</u>

- FAILURE TO RENEW BY JANUARY 31<sup>ST</sup> SHALL INCUR A 50% LATE FEE PURSUANT TO CHATHAM COUNTY CODE SECTION 17-105, 1.
- BUSINESS ENGAGING AFTER JULY 1<sup>ST</sup> A FEE AT 50% OF REGULAR RATE PURSUANT TO CHATHAM COUNTY CODE SECTION 17-106, 9.

### POURING & PACKAGE SHOPS

SAME AS RETAIL FEES (ABOVE)

### PACKAGE/POURING DIFFERENTIAL

Package Store & Establishment Selling By The Drink Under One Roof:	\$ 3,500.00
Otherwise License fee For Each:	\$ 2,355.00

### WHOLESALE (NO REDUCTION IN ANNUAL FEE FOR WHOLESALERS)

BEER	\$ 1,500.00
WINE	\$ 1,500.00
LIQUOR	\$ 5,000.00

### SUNDAY SALES

APPLICATION FEE:	\$ 25.00	(NON-REFUNDABLE)
SUNDAY SALES LICENSE FEE:	\$ 200.00	(REFUNDABLE IF NOT APPROVED)

Senate Bill 17 (SB 17) allows restaurants with a current Sunday Sales license to serve alcoholic beverages on Sundays starting at 11 a.m. rather than 12:30 p.m. However, this new law does not permit Georgia consumers to purchase alcohol before 12:30 p.m. from grocery, retail or liquor stores.

**Retail Establishments:** Mon-Sat 9-2am, Sun 9am-2:55am

**Retail Package:** Mon-Sat 9-2am, Sun 12:30pm-11:30pm

**ALL LICENSES EXPIRE ON 31 DECEMBER EACH YEAR.**





**CHATHAM COUNTY**

**DEPARTMENT OF BUILDING SAFETY  
AND REGULATORY SERVICES**

P.O. Box 8161

Savannah, GA 31412-8161

912-201-4300 | Fax 912-201-4301

<http://buildingsafety.chathamcounty.org>



**Gregorl S. Anderson, CBO  
Director**

**Clifford Bascombe, CBO  
Assistant Director**

**O.C.G.A. § 50-36-1(E)(2) Affidavit Verifying Status  
for County Public Benefit Application**

By executing this affidavit under oath, as an applicant for a Chatham County Georgia Business/Occupational Tax Certificate, Alcohol License, and Special Event as referred in **O.C.G.A. § 50-36-1**, from the Department of Building Safety and Regulatory Services, the undersigned applicant verifies **ONLY** one of the following with respect to my application for public benefit:

- 1) \_\_\_\_\_ I am a United States citizen: **or**;
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States. **or**;
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **\*My alien number issued by the Department of Homeland Security or other federal immigration agency is \_\_\_\_\_.**  
*\*(A REQUIRED COPY OF ISSUED IDENTIFICATION NEEDED FOR APPROVAL, FRONT & BACK)*

The undersigned applicant also hereby verifies that he or she is 18 years or older and has provided at least one secure and verifiable document, as required by **O.C.G.A. 50-36-1(e)(1)**, with this affidavit.

**The secure and verifiable document provided with this affidavit can be classified as \_\_\_\_\_**  
*(such as: state issued driver's license, state issued identification, passport, etc.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of **O.C.G.A. §16-10-20**, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (City), \_\_\_\_\_ (State).

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Applicant**

**SUBSCRIBED AND SWORN  
BEFORE ME ON THIS**

**\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_**

**My Commission Expires:**

\_\_\_\_\_  
**NOTARY PUBLIC**

**SEAL**