

UNION COUNTY ALCOHOL LICENSING
65 Courthouse Street
Blairsville, Georgia 30512
Phone (706) 439-6000 ~ Fax (706) 439-6004

ALCOHOL LICENSE APPLICATION INFORMATION

Except for Farm Wineries, the State 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 county-issued alcoholic beverage license, **no alcoholic beverages may be sold** until the applicant has an active and valid state license authorizing such sales, along with submitting to the county signed employee training affidavits and having had all employees who will be handling alcohol obtain the required permits. ****Provide Copy of State License When Obtained****

Other contacts that will be needed:

Union County Building & Development Dept.	46 Hughes St.	(706) 439-6045
Union County Sheriff's Department	378 Beasley St.	(706) 439-6066
Union County Fire Department	507 Shoe Factory Rd.	(706) 439-6091

Your application package includes the following:

- 1) Union County Alcohol Beverage Ordinance**
- 2) Alcohol License Application Information**
- 3) Application for Alcoholic Beverage License**
- 4) Schedule of Fees**
- 5) Background Check Consent Form**
- 6) Building Inspection Consent Form**
- 7) Registered Agent Consent Form**
- 8) Affidavit affirming training**

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

- Completed Application** (Form #1)
- License fees**
- Administrative fees**
- Background Check Report from Sheriff's Dept.**
- *Registered Agent Consent Form** (Form #5)
- Photo ID of Applicant and/or Registered Agent** (Registered Agent must also show proof of residency which may be any 2 of the 3 following documents: current utility bill, current voter registration Card, or a valid driver's license.)
- Affidavit affirming training** (Form #12) (a copy of the applicant's policies and procedures for the sale of alcoholic beverages must be attached to the affidavit)

- Affidavit of publication of newspaper advertisement** (must be obtained from the newspaper)
- Evidence of ownership of building** (warranty deed) **or copy of lease if leasing**
- Tax Delinquency Certification**(Form #6) (This form will be taken to the Tax Commissioner's Office for completion by County Clerk after the application package has been returned to Alcohol Licensing.)
- Certified Report from Building Inspection** (This form will come from Building Inspection directly to Alcohol Licensing.)
- For Partnerships, attach Partnership Agreement**
- For Corporations or LLC's, attach Certificate of Incorporation or Organization**

*** If Applicable**

The application will not be accepted without all of the above documents. Please call for an appointment with the County Clerk (706-439-6000) when you are ready to return your completed application. Before your application will be submitted to the Alcohol Board, you will be required to meet with the County Clerk and/or a member of the Alcohol Board to review the application and insure its completeness. Your reviewed and completed application will be considered at the next meeting of the Alcohol Board. The Board meets on the 1st Monday of each month. (The Alcohol Board will have up to 45 days to investigate the application and the background of the applicant.)

IMPORTANT INFORMATION FOR COMPLETING YOUR APPLICATION:

When you are completing your application please make sure you fully answer every question. If a question does not apply to you, so indicate by N/A. **DO NOT LEAVE BLANK.**

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 CONSENT FORM (#3):

This form is to be completed by the applicant and taken to the Sheriff's Dept. The Sheriff's Dept. requests that you call for an appointment (706-439-6080) and ask for Staff Sgt. Susan Rhodes. **Fingerprinting is done on Monday, Tuesday, Thursday and Friday, between the hours of 9 and 4. No fingerprinting on Wednesdays.**

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 five (5) years immediately preceding the date of the application.

Before background checks and fingerprinting can be performed by the Union County Sheriff's Office, the applicant must pay \$57.00 per person to the Sheriff's Department. The results of the investigation will be delivered by the Sheriff's Office to the Union County Commissioner's Office to be placed with the balance of the application package when completed by the applicant.

EMPLOYEE APPLICATION FOR ALCOHOLIC BEVERAGE PERMIT, BACKGROUND CHECK CONSENT FORM (#4):

This form is to be completed by your employees who will be engaged in selling, pouring, mixing, serving alcoholic beverages or providing samples and who are at least 18 years of age or at least 21 years of age, depending on the category. (please see the ordinance for details.) Take the consent form to the Sheriff's Dept. The cost for the background check is \$57.00, payable to the Sheriff's Department.

The Sheriff's Dept. requests that you call for an appointment (706-439-6080) and ask for Staff Sgt. Susan Rhodes. Fingerprinting is done only on Monday, Tuesday, Thursday and Friday, by appointment only, between the hours of 9 and 4. No fingerprinting on Wednesdays.

ALCOHOL BEVERAGE PERMIT FOR EMPLOYEES

After the Background Check Report comes back from the Sheriff's Dept. the employee will be notified to go to the Union County Fire Department (507 Shoe Factory Rd.) to have an alcoholic beverage permit issued. **Alcohol permits are only made on Tuesdays between 9:00 am and 12 noon.** The cost of the permit is \$25.00 (payable to Union County Fire Department). The permit will expire on the person's birthday and be renewable annually on or before that time. **Reminder: Employee must have training prior to getting the permit card made and must present Affidavit of Training at the time the permit card is made.**

The employee who has been issued an alcoholic beverage permit must present the permit to the employer who in turn must keep a copy on file so long as it employs the employee. The permit holder or the employer should wear the permit at all times while on duty.

REGISTERED AGENT CONSENT FORM (#5)

All applications by a corporation, an individual (if not a resident of Union County), or other business entity shall name in the application a registered agent who **shall be a resident of the county** at the time of serving in such capacity. Residency shall be proved by two (2) of the following three (3) documents: a current utility bill in the person's own name, a current voter registration card, or a valid driver's license.

TAX DELINQUENCY CERTIFICATION (#6)

This form is not in your package but will be completed by the Tax Commissioner's Office after you have completed and returned your application to the Alcohol Board.

BUILDING INSPECTION CONSENT FORM (#9)

Applicant must complete a Building Inspection Consent Form to be delivered to the Building Inspection Department (46 Hughes St. Suite B). There will be a \$35.00 fee for each inspection required by the Building Inspection Department, payable to 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.

APPLICANT AFFIDAVIT REGARDING TRAINING (#12)

You, as the applicant, must complete this form affirming that if you are granted an alcohol license and before any sales or services of alcoholic beverages, that your employees will be trained in the regulations governing the sale of alcoholic beverages. You must attach to the affidavit a copy of your policies and procedures for such sales and services.

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, then 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 or recorded plat).

NEWSPAPER ADVERTISEMENT:

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

NOTICE

In accordance with the Union County Alcohol Licensing Ordinance

I John Q. Public of Your Business name

Business location address line 1

Business location address line 2

Phone number

Hereby make application for the following license(s):

(List only those you are applying for below: remove this line in ad)

- Malt beverage by package
- Wine by package
- Malt beverage for consumption on the premises
- Wine for consumption on the premises
- Distilled spirits for consumption on the premises
- Wine by package and ancillary wine tasting
- Farm Winery License

The ad must follow the minimum ordinance requirements below:

- Shall be published for at least two consecutive weeks in the newspaper which shall be the legal organ of the county.
- Such advertisement shall contain a statement showing the location and name of the proposed business, and the name of the applicant. The advertisement shall be at least one eighth of a page and of at least an 8 point font size.
- The advertisement prescribed in this section shall not be required of applicants for licenses where the license sought is a renewal of a prior license issued to the same applicant for the same location.
- If the same location was previously licensed to do business, but there has been a change of ownership of the business or of other interest therein, the advertisement shall be required.
- If the location of a license changes, the advertisement shall be required, along with other requirements being met.

FEES:

- All fees are payable to Union County. They must be in cash, money order or bank check. **No personal or business checks will be accepted.**
- License Fee(s) and Administrative Fee must be separate checks or cash as above.
- If applicant is denied a state license, the deposit representing the initial license fee(s) 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 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 governing authority.
- The suspension or revocation of any license granted shall not entitle the licensee to a return of any portion of the license fees.

LICENSE RENEWAL:

Licenses expire on December 31st of each year and an application for renewal shall be made annually on or before the 31st day of October 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 Union County:

- 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 (Jan. 30 and July 30), or as at such other times as requested, all licensed establishments shall submit to the county summaries of financial records (or electronic equivalent) showing compliance with the required percentage sales requirements, together with copies of back-up documentation.

Excise Tax Reporting:

Applies to Distilled Spirits Consumed on the Premises

Upon issuance of your Alcoholic Beverage License, you are required to submit monthly excise tax reports and payments. Failure to do so could result in penalties and possible revocation of your license.

Training

Please see the Alcohol Board approved list of training sites.

EMPLOYEE AFFIDAVIT REGARDING TRAINING (#13)

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 Alcohol Board, 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 such person. Employees who sell, serve, mix, handle or pour alcohol must also attach a photocopy of a valid Alcoholic Beverage Permit issued by the County.