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# UNION COUNTY, GEORGIA ALCOHOL LICENSE APPLICATION PROCESS

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Dear Applicant,

A fully completed packet must be received by the Commissioner's Office at least 16 days prior to the next Alcohol Board meeting in order for the application to be heard by the Board. This timeframe is required to allow time for all background check results to arrive. If the packet is not received within this time frame, the application will be heard at the next scheduled Alcohol Board meeting.

### **2024 Alcohol Board Meetings**

January 9 ~ February 13 ~ March 12 ~ April 9

May 14 ~ June 11 ~ July 9 ~ August 13 ~

September 10 ~ October 8 ~ November 12 ~ December 3

The attached list is provided as a courtesy to help applicants navigate the process of applying for an Alcohol License in Union County. If you have any questions, please do not hesitate to call Renee Deibert at 706 897-4598.



Updated May 28, 2024

## ALCOHOL LICENSING REQUIRED DOCUMENTATION Union County, Georgia

**A complete Alcohol Application must be received at least 16 days prior to the next Alcohol Board Meeting so that the background check results are received in time for the meeting. The following must be received before the Alcohol Board will consider Application for approval:**

### **Completed Application**

Fill out the Application fully and completely. The Applicant must be the owner of the business unless the business is a corporation or LLC with more than 50 employees. The Applicant must be at least 21 years of age.

Photo ID of Applicant Required

### **License fees (see Fee Schedule)**

Must be paid with certified check, money order or cash remitted to the Union County Commissioner's Office. No personal or business checks will be accepted. See current Fee Schedule for amount. If there are questions about the total amount owed, please call 706 439-6000 and ask for Renee Deibert.

### **Administrative fees (\$250.00 per license applied for)**

Must be paid with Certified Check or cash remitted to the Union County Commissioner's Office. No personal or business checks will be accepted. See current Fee Schedule for amount. If there are questions about the total amount owed, please call 706 439-6000 and ask for Renee Deibert.

### **Additional Information regarding license and administrative fees:**

- 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.

**SAVE Affidavit**

Systematic Alien Verification for Entitlements is an Affidavit for a Public Benefit as required by the Georgia Security and Immigration Compliance Act. Please sign and have notarized.

**Background Check Consent**

Complete this form with the Applicant's information and return to the Union County Commissioner's Office. Payment will be required of \$72.50 at this time and the form will be given back to you with a paid receipt. Take this form along with \$10.00 to the Sheriff's Office for fingerprinting which will search the file of the state and federal crime information center for any instance of criminal activity during the three (3) years immediately preceding the date of the application. The results of the Background Check will be delivered by the Sheriff's Office to the Union County Commissioner's Office.

**Registered Agent Consent**

All applications must name a Registered Agent who shall be a resident of Union County. Residency shall be proven by two (2) of the following three (3) documents: a current utility bill, a current voter registration card, or a valid driver's license.

- Photo ID of Registered Agent
- Additional Proof of Residency

**Applicant Affidavit Regarding Training**

Complete this form affirming that you, as the applicant, will require all employees of the licensed establishment to complete one of the online training courses on the regulations governing the sale of alcoholic beverages. A list of training options is included in this application packet. A copy of the licensed establishments policies and procedures for the sale of alcoholic beverages must be attached to the affidavit.

**Copy of Policies and Procedures for the Sale of Alcohol**

Provide a copy of your Company's Rules/Regulations/Policies/Procedures instructing employees on how to handle alcoholic beverages.

**Evidence of ownership of building/Lease**

Provide proof of ownership of the premises by a Warranty Deed, a copy of the Lease if the premises are leased, or a copy of the Franchise Agreement if the organization is a Franchise.

**Tax Delinquency Certification** (Form 6)

**DO NOT COMPLETE THIS FORM.** This form is provided so you will be aware of what the Union County Tax Commissioner's Office will require of you. The County Clerk will take this to the Tax Commissioner's Office to be certified. All property taxes and personal property taxes must be current, including taxes in the applicant's name and taxes on the property where the business is located.

**Building Inspection and Safety Compliance Checklist**

**DO NOT COMPLETE THIS FORM.** This form is provided so you will be aware of what the Alcohol Enforcement Officer will be checking for when they inspect your business prior to the sale of alcohol.

**For Corporations or LLC's, attach Certificate or Articles of Incorporation, and for Partnerships attach Partnership Agreement**

**Affidavit of Publication from North Georgia News**

The following advertisement must be published in the Legal Organ of the County for a period of two consecutive weeks. The advertisement shall be at least one eighth of a page and at least an 8-point font size. The newspaper will then issue an Affidavit of Publication, which must be included in the application. A sample notice is shown below.

## 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 for sale by the package
- Wine for sale by the package
- Malt beverages for consumption on the premises
- Wine for consumption on the premises
- Distilled spirits for consumption on the premises
- Wine & Craft Beer by the package and ancillary wine and craft beer tasting
- Farm Winery
- Manufacturing of Malt Beverages
- Manufacturing of Distilled Spirits

### Summary of initial costs:

Admin Fee (for processing):	\$250.00	Fingerprinting (Cash Only):	\$10.00
Background Check:	\$72.50		
License:	(See Fee Schedule)		

Once all of the above documents and procedures are complete, call Renee Deibert at (706) 897-4598 to schedule a time to "review" the Application. Failure to "review" the application packet could result in delaying the approval process.

