

# CHECKLIST



## ALCOHOL BEVERAGE LICENSE

All applicants must turn in the completed application and items on the checklist. \*\*\* Please note that you will not start the Alcohol license process until the Business License is completed and paid in full\*\*\*

- If business is already established, correct any outstanding code violations prior to applying for an Alcohol Beverage License.
- Read and Understand the City's [Alcohol Beverage Ordinance](#), Chapter 5 of the Code of Ordinances.
- [Personnel Statements \(PDF\)](#) from owner, partners, officers, directors, and major stockholders of private corporations, general manager, and store managers. **Individuals required to complete personnel statements must have fingerprint/background check done by a G.A.P.S. approved fingerprint site. View [instructions \(PDF\) on how to register](#). View a list of G.A.P.S. approved fingerprint sites and to begin your registration. The City of Hapeville's ORI number is **GA923355Z**.**
- Two current passport photographs.
- Evidence of Ownership of the building or copy of the lease if applicant is leasing the building.
- Photographs of location: front, side, and rear photos of the desired location.
- If Retail sale, a survey showing the distance to the nearest school, church, alcohol treatment facility.
- If applicant represents a franchise, copy of the franchise agreement.
- If applicant represents a partnership, submit copy of the partnership agreement.
- If applicant represents a corporation, submit articles of incorporation and certificate of incorporation.
- If applicant represents an eating establishment, submit a copy of the menu.
- Complete both an [Employee List \(PDF\)](#) and [Stock Inventory List \(PDF\)](#).
- Project purchases/projected gross sales (if applying for distilled spirits consumption).
- Provide a \$5,000 bond to the City for the first 5 years. View a [bond sample \(PDF\)](#).
- Read over the approved [Alcohol Awareness Training PowerPoint \(PDF\)](#).
- Cash, check, or credit card payment for the \$200.00 administrative fee. **(This fee should be paid once when you applied for an Alcohol Beverage license).**
- Proof of payment for Public Hearing Notice in the Neighbor Newspaper.  
**(Please contact the City Clerk before placing a Notice with the Paper)**
  - Notice must be advertised once a week for two weeks.
  - [Email the Neighbor Newspaper Office](#) to make advertising arrangements.