

CHATHAM COUNTY ALCOHOLIC BEVERAGE LICENSE APPLICATION

1117 Eisenhower Drive, Suite D, Savannah, Georgia 31406
P.O. Box 8161, Savannah, Georgia 31412
Phone: 912.201.4302 Fax: 912.201.4301



ALCOHOL LICENSE #: \_\_\_\_\_ - \_\_\_\_\_

ACCEPTANCE OF PAYMENT BY THE COUNTY DOES NOT CONSTITUTE FINAL APPROVAL OF THE LICENSE APPLICATION. THIS APPLICATION IS SUBJECT TO ALL NECESSARY APPROVALS. SAID LICENSE FEE SHALL BE REFUNDED IN THE EVENT THAT FINAL APPROVAL IS NOT GRANTED. (\$25 ADMIN. & \$15 AD FEES IS NON-REFUNDABLE.)
\*ALL RENEWALS ARE DUE ANNUALLY, ON OR BEFORE JANUARY 31ST

THIS APPLICATION IS FOR: [ ] NEW [ ] RENEWAL [ ] TRANSFER [ ] SPECIAL EVENT

THIS LICENSE IS FOR: [ ] RETAIL [ ] POURING [ ] WHOLESALE

TYPE: [ ] BEER [ ] WINE [ ] LIQUOR [ ] ALL P.I.N. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

TYPE OF ESTABLISHMENT: [ ] RESTAURANT [ ] SERVICE STATION [ ] LOUNGE [ ] PACKAGE SHOPS [ ] PRIVATE CLUB
[ ] GROCERY STORE [ ] CONVENIENCE STORE [ ] OTHER: \_\_\_\_\_

- 1. BUSINESS NAME (AS ADVERTISED)
2. CORPORATION NAME:
3. BUSINESS LOCATION: (PHYSICAL STREET ADDRESS) CITY ST ZIP
4. APPLICANT'S NAME: PHONE
5. HOME ADDRESS: CITY ST ZIP
6. SOCIAL SECURITY/FEDERAL TAX I.D.# SEX RACE DATE OF BIRTH
7. DRIVER'S LICENSE #: STATE ISSUED: GA. SALES TAX #:
8. HAVE YOU EVER BEEN ARRESTED? [ ] YES [ ] NO IF YES, GIVE DATE AND OFFENSE:

BY SIGNING BELOW, I HEREBY AUTHORIZE ANY AGENT OF CHATHAM COUNTY TO RECEIVE ANY CRIMINAL HISTORY RECORD INFORMATION PERTAINING TO ME WHICH MAY BE IN THE FILES OF ANY STATE OR LOCAL CRIMINAL JUSTICE AGENCY.

DATE LICENSE APPLIED FOR SIGNATURE OF APPLICANT

NOTARY PUBLIC: SUBSCRIBED TO AND SWORN BEFORE ME THIS DAY OF 20 SEAL

NOTARY SIGNATURE COMMISSION EXPIRES:

OFFICE USE ONLY

CASH [ ] CREDIT CARD [ ] CHECK/M.O. # RECEIPT # DATE PAID

ZONING THIS AREA [ ] IS [ ] IS NOT PROPERLY ZONED FOR THE PROPOSED BUSINESS ZONING DISTRICT

ZONING ADMINISTRATOR DATE

FIRE PREVENTION THIS PROPOSED BUSINESS & LOCATION [ ] DOES [ ] DOES NOT MEET LOCAL FIRE CODES

FIRE INSPECTOR DATE

POLICE APPROVAL: DISTANCE TO NEAREST SCHOOL: CHURCH

TYPE OF NEIGHBORHOOD: RESIDENTIAL [ ] COMMERCIAL [ ] NUMBER OF SIMILAR ESTABLISHMENTS IN VICINITY:

WILL TRAFFIC BE A FACTOR: [ ] YES [ ] NO IF YES, EXPLAIN:

PREVIOUS POLICE DEPARTMENT COMPLAINTS: [ ] YES [ ] NO FBI RECORD: [ ] YES [ ] NO

IF YES, EXPLAIN:

THIS BUSINESS AND/OR APPLICANT: [ ] IS [ ] IS NOT APPROVED BY POLICE DEPARTMENT

POLICE DEPARTMENT DATE

# CHATHAM COUNTY OCCUPATIONAL TAX ALCOHOLIC BEVERAGE FEES

Alcohol Beverage License processing takes up to 45 days, including Special Event Alcohol Licenses

Application Fee	\$25.00 (Non-refundable)
Ad Fee	\$15.00 (Non-refundable)
Transfer Fee	\$25.00
Business Name Change	\$25.00 (Same ownership)
License Fees	(see below)

## RETAIL & POURING

	<u>Yearly</u>	<u>½ Year Rate at 60% of Yearly</u>	<u>50% Late Penalty</u>
Beer	\$580.00	\$348.00	\$290.00
Wine	\$140.00	\$84.00	\$70.00
Liquor	\$2,355.00	\$1,413.00	\$1,177.50
<b>All</b>	<b>\$3,075.00</b>	<b>\$1,845.00</b>	<b>\$1537.50</b>

### PACKAGE/POURING DIFFERENTIAL

Package store & establishment selling by the drink under one roof: \$3,465.00

Otherwise license fee for each: \$2,355.00

### WHOLESALE (No Reduction in Annual Fee for Wholesalers)

Beer \$1,155.00

Wine \$580.00

Liquor \$4,620.00

### SUNDAY SALES

Application Fee: \$25.00 (non-refundable)

Sunday Sales License Fee: \$165.00 (refundable if not approved)

- Failure to renew by January 31st shall incur a 50% late fee pursuant to Chatham County code section 17-105, 1.
- Business engaging after July 1st shall incur a fee of 60% of regular rate pursuant to Chatham County code section 17-106, 9.

**For further details, please view the [Alcoholic Beverage License Brochure](#).**



**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**

**OCCUPATIONAL TAX DIVISION**



**Gregori 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**



**Gregori S. Anderson, CBO**  
Director

## **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>**



**Clifford Bascombe, CBO**  
Assistant Director

## **FINGERPRINTING PROCEDURES**

**The Police Department will supply the Fingerprint Card**

Location: Forensic Division  
295 Police Memorial Drive (Off of Chatham Parkway)

Telephone: (912) 652-6643

Days: Tuesday and Thursday (*ONLY*)

Time: 1:30pm - 4:30pm

Present a copy of your current Chatham County Business Tax or Alcoholic Beverage application. Return your fingerprint card and your application to our office.

**DO NOT LEAVE APPLICATION WITH POLICE  
DEPARTMENT**

**Occupational Tax  
Division Team**



**Front Desk**  
**912-201-4302**

**Cedrick Lanier**  
**Tax Inspector**  
**912-201-4316**  
[cjlanier@chathamcounty.org](mailto:cjlanier@chathamcounty.org)

**Monica P. Middleton**  
**Supervisor**  
**912-201-4322**  
[mpmiddle@chathamcounty.org](mailto:mpmiddle@chathamcounty.org)

**Gregori S. Anderson, CBO**  
**Director**  
**Clifford Bascombe, CBO**  
**Assistant Director**

**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>



**"TEAM BUILDING SAFETY"**  
**1117 Eisenhower Drive, Suite D**  
**Savannah, GA 31406**

**DEPARTMENT OF  
BUILDING SAFETY  
AND REGULATORY  
SERVICES**

**Occupational Tax  
Division**



**Alcoholic Beverage  
License Information**

## Guideline for Fees

APPLICATION FEE	\$25.00
AD FEE	\$15.00
TRANSFER FEE	\$25.00
LICENSE FEES	(SEE BELOW)
BUSINESS NAME CHANGE	\$25.00 (SAME OWNERSHIP)

RETAIL		½ YEAR RATE	
YEARLY	50% LATE PENALTY	YEARLY	50% LATE PENALTY
BEER	\$ 580.00	\$ 290.00	\$ 348.00
WINE	\$ 140.00	\$ 70.00	\$ 84.00
LIQUOR	\$2,355.00	\$1,177.50	\$1,413.00
	<b>\$3,075.00</b>	<b>\$1,537.50</b>	<b>\$1,845.00</b>

FIFTY PERCENT (50%) LATE PENALTY EFFECTIVE FEBRUARY 1ST PURSUANT TO CHATHAM COUNTY CODE SECTION 17-105. 1. ONE-HALF (½) YEAR RATE (NEW BUSINESS ONLY) BEGINS JULY 1ST @ 60% 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:  
OTHERWISE LICENSE FEE FOR EACH:

WHOLESALE	
BEER	\$ 1,155.00
WINE	\$ 580.00
LIQUOR	\$4,620.00

(NO REDUCTION IN ANNUAL FEE FOR WHOLESALERS)

### SUNDAY SALES

APPLICATION FEE:	\$ 25.00 (NON-REFUNDABLE)
SUNDAY SALES LICENSE FEE:	\$ 165.00 (REFUNDABLE IF NOT APPROVED)

**Checks, cash or money orders accepted. Checks payable to Chatham County. Cashier closes at 4pm.**

### Hours of Sale Allowed for Alcoholic Beverages Retail Establishments (*Consumption on Premises*):

Mon-Sat 9-2am, Sun 9am-2:55am  
Retail, By Package: Mon-Sat 9-2am, Sun 12:30pm-11:30pm

## New License Procedures

- Applicants must have a Business Tax Certificate to obtain an Alcohol License.
- All applications must be fully completed and returned with supporting documents; **Incomplete Applications Will Not be Accepted.**

3. All applicants must be fingerprinted at the CCPD Forensic Unit located on 295 Police Memorial Drive off Chatham Parkway **between 1:30pm and 4:30pm Tuesdays and Thursdays only** (912-652-6643).

4. The following items must be submitted to the Occupational Tax Division located at 1117 Eisenhower Drive, Suite D, Savannah, GA 31406:

- Completed & notarized application (*Notary available, no fee*)
- SCMPD Fingerprint Notification Card
- Copy of Driver's License or State ID
- Affidavit Verifying Status
- Private Employer Affidavit
- Sunday Sales require a separate Affidavit
- All applicable fees (see Guideline)

5. Subject to all necessary approvals by Zoning, Fire Inspector and Police Chief. Once approval is granted, an ad will be placed by staff in the Savannah News.

6. You will then receive written notification for a date to appear at the County Commission Board for final approval.

7. Applications take up to **45 days** for approval.

8. Once local license is obtained, you must contact GA Dept of Revenue at 912-748-5199 or online at <https://etax.dor.ga.gov> to obtain State Alcohol License.

### Chatham County Alcoholic Beverage Code: Chapter 17, Article I

## License Renewal

- Renewal Notices are mailed by the 2<sup>nd</sup> week in November.
- Alcohol Licenses expire on 31 December.
- **Must be paid by 31 January before 50% late penalty fee is incurred.**
- Failure to renew shall be subject to subpoena to the Chatham County Courts for violation.

## License Transfer

- Alcoholic Beverage license can be transferred by the current owner if licensed within the current year.
- New applicant must apply following new license procedures and pay transfer fees (*see Guideline*).

## Sunday Sales

In conjunction with Alcoholic Beverage License

- Sunday Sales (**Retail Package**) allowed upon approved application between the hours of 11:30pm and 11:30pm (see fees)
- Sale of alcoholic beverages for consumption on the premises in **Eating Establishments or Inns** between the hours of 11:00 pm and 12:00 am upon approved application and signed affidavit
- **Affidavit states eating establishment must derive at least 50% of its gross annual food and beverage sales in selling prepared meals or food and must have a fully equipped commercial kitchen.**

**17-111 Rules and Regulations: 4.a.** No alcoholic beverages provided in this Ordinance shall be for sale or given away, in any building, store-house, place of business or vehicle located within 100 yards of any church building or within 200 yards of any school building, educational, school grounds, or college campus. **6.a.** All persons holding an alcoholic beverage license within Chatham County shall be permitted to sell alcoholic beverages on any election day, local and statewide. However, no sale of alcoholic beverages shall be permitted within 250 feet of any polling place or of the outer edge of any building within which such polling place is established.