



**CHATHAM COUNTY
RENEWAL/TRANSFER
ALCOHOLIC BEVERAGE
SUNDAY SALES AFFIDAVIT
YEAR _____**

CURRENT LICENSE NUMBER: _____ RENEWAL [] TRANSFER []
BUSINESS NAME: _____ PHONE: _____
CORPORATION NAME: _____
BUSINESS LOCATION: _____ CITY _____ ST _____ ZIP _____
(PHYSICAL STREET ADDRESS)
APPLICANT'S NAME: _____ EMAIL: _____
APPLICANT'S ADDRESS: _____ CITY _____ ST _____ ZIP _____
SOCIAL SECURITY #: _____ OR FEDERAL ID #: _____

CHATHAM COUNTY ALCOHOLIC BEVERAGE CODE: CHAPTER 17, ARTICLE I

The Code of Chatham County permits a licensed eating establishment or inn to sell distilled spirits, malt beverages, or wine for consumption on the premises on Sundays between the hours of 11:00 PM and 12:00 Midnight, provided that such establishment is licensed to sell liquor by the drink, malt beverages, or wine, and provided that it derives at least fifty (50%) percent of its total annual gross income from the sale of prepared meals or food, or if an inn, derives at least fifty (50%) percent of its total annual gross income from the rental of rooms for overnight lodging.

Your establishment will be authorized to sell distilled spirits, malt beverages, or wine for consumption on the premises during the specified hours on Sunday only if affidavit and application(s) have been completed and approved by the Board of Commissioners.

RENEWAL / TRANSFER

Complete Section "A" for Eating Establishment ONLY. Complete Section "B" for an Inn ONLY.

Section A. Complete this section for Eating Establishment's ONLY

RENEWAL:

Check here [] if you are filing this affidavit for a renewal of business.

TRANSFER:

Check here [] if you are filing this affidavit for an existing business under new ownership/management.

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 further 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 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? _____
(If not, explain): _____
2. Is a specific area of the establishment set aside, set up, operating to serve prepared food on the premises? _____
(If not, explain): _____
3. Does the establishment have a printed or posted menu from which selections for prepared meals can be made? _____
(If not, 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? _____
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? _____

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, 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 food, beer, wine and liquor purchased for resale during the year will be kept on file.
 - c) A detailed physical inventory of all food, beer, wine and liquor on hand as of December 31st 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? _____

Section B. Complete this section for Inn's ONLY

RENEWAL:

Check here [] if you are filing this affidavit for a renewal of business.

TRANSFER:

Check here [] if you are filing this affidavit for an existing business under new ownership/management.

I certify that I fully intend and expect that the establishment will derive at least 50% of its total annual gross income from the rental of rooms for overnight lodging 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 each 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? _____
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? _____

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 beer, wine and liquor 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 beer, wine and liquor on hand as of **December 31st** 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 Chatham County personnel.
 - g) All records and documents mentioned above for a particular calendar year shall be kept available for review by Chatham 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? _____

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.

***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.

(Signed by licensee only)

DATE LICENSE APPLIED FOR

SIGNATURE OF APPLICANT

NOTARY PUBLIC:

SUBSCRIBED TO AND SWORN BEFORE ME THIS _____ DAY OF _____, 20_____.

NOTARY SIGNATURE

COMMISSION EXPIRES:

SEAL

THIS BUSINESS & LOCATION [] DOES [] DOES NOT MEET LOCAL ALCOHOLIC BEVERAGE ORDINANCE.

PICTURES OF KITCHEN ATTACHED: [] YES [] NO IF NO, EXPLAIN: _____

FIRE INSPECTOR _____ **DATE** _____



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

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
All	\$3,075.00	\$1,845.00	\$1537.50

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](#).



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

**Monica P. Middleton
Supervisor
912-201-4322**
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>



**Occupational Tax
Division**



**Alcoholic Beverage
License Information**

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

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)

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

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:

\$3,465.00
\$2,355.00

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.**
- 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).**
- 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)
- 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.
- You will then receive written notification for a date to appear at the County Commission Board for final approval.
- Applications take up to **45 days** for approval.
- 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

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.

License Renewal

- Renewal Notices are mailed by the 2nd 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.**