



Alcohol License Renewal Checklist

All attachments must accompany this application

Incomplete applications will not be accepted

Submittal Date: _____ Business/Organization: _____

Need to Know:

- Both the [Alcohol Beverages Ordinance](#) and [Oconee County Alcohol Renewal Application](#) are available on the [Oconee County Website](#)
- Renewal applications may be submitted in-person or via mail.
 - If you would like to make an appointment with the Planning and Code Enforcement Office, please contact our offices
- Renewal applications and the required applicable documents(s) must be sent in on or before **November 15th** of each year
 - **Penalty fee after November 15th: \$50 per application**
 - **Penalty fee after December 1st: \$100 per application**
 - **If a renewal application and license fee has not been filed by December 15th, then the license will be declared to be abandoned, and any relicensing will require a new license application**
- A modification or an amendment to a current license may be made at the time of renewal
- Failure to complete application in full may result in denial or, if granted, the later revocation of a license

Alcohol License Renewal Checklist:

- ☐ Completed and Signed Alcohol Renewal Application (every question must be answered)
 - If the space provided is not sufficient, please answer the question on a separate sheet and indicate in the space provided that a separate sheet has been provided
 - Do not use initials, please use full, written names and signatures
 - Please be sure to date and sign where applicable
- ☐ Registered Agent Consent Form
 - All non-individual applications must list a Registered Agent (RA) whose name will appear on the license
 - RA: should be the individual designated with regular, managerial and supervisory authority over the business conducted on the licensed premises
- ☐ Responsible Alcohol Sales & Services Procedures Program (RASS) Certificate from an Oconee County Approved Instructor
 - The licensee or its RA and managers are required to attend the RASS Program prior to the issuance of an alcohol license
- ☐ A copy of the current State Alcohol License
- ☐ A copy of the Registered Agent's valid Georgia Driver's License
- ☐ A current copy of the Occupational Tax Certificate
- ☐ If Licensee's lease has been renewed during the past year, a copy of the most current lease
- ☐ Applicable and Required Alcohol License Fee(s)

Once all required information/documents have been submitted, the license renewal application will be reviewed by the Planning Department upon its being filed in a completed state. The Planning Department will act on the license renewal, which is more than 14 days after such referral. At its discretion, the Planning Department may require applicants of a renewal license for more information, if needed.

- Each license for the retail sale of beverages by the package is required to have printed on the front window of the premises in uniform letters, at least four (4) inches in height, the name of the license together with the inscription "Oconee County License Retail Number _____"

I have reviewed and turned in all required documents for this alcohol license. Initial _____