



# New Alcohol License 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](#)
- 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 fee(s) must be tendered on or before **November 15<sup>th</sup>** of each year
  - **Penalty fee after November 15<sup>th</sup>: \$50 per application**
  - **Penalty fee after December 1<sup>st</sup>: \$100 per application**
  - **If a renewal application and license fee has not been filed by December 15<sup>th</sup>, 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 Licenses are non-transferable
- Applicant must apply for a Georgia State Alcohol License within 30 days of County license issuance. Furthermore, applicants must provide the Planning Department proof of State Alcohol License within 90 days of initial County license issuance

## New Alcohol License Checklist:

- ☐ A completed application along with a \$100 application fee
- ☐ Registered Agent (RA) Consent Form; along with:
  - The RA's background check and fingerprints be completed through Planning & Code Enforcement
- ☐ Responsible Alcohol Sales & Services Program (RASS) Certificate from an Oconee County Approved Instructor
  - Which is to be completed by the RA and managers/owners of the business
- ☐ Copy of current Occupational Tax Certificate
- ☐ Copy of menu – if applicable
- ☐ Copy of franchise agreement/contract – if applicable
- ☐ Building Information:
  - Proof of either ownership of the proposed or existing building or copy of the most recently signed lease agreement
  - Copy of approved site plan
  - Copy of approved floor plan (indoor and outdoor seating – if applicable)
  - If building is incomplete: copy of building permit and specifications (indoor and outdoor seating)
- ☐ Certified Scaled Engineer's Report showing:
  - The location and distance from the closest school building, school grounds or college campus or a church
  - Classes B-4, C-4 and D-4 must be within the designated areas on the Oconee County Service Area Map

**I have reviewed and turned in all required documents for this alcohol license. Initial \_\_\_\_\_**