

## COMMERCIAL LOCATION W/ALCOHOL RENEWAL APPLICATION PROCEDURES:

**Renewal Invoice** - Business License fees are computed based on the number of employees unless otherwise stated by City Ordinance. If the invoice received does not reflect your current status, please contact the Business License Department to make changes.

Applications require photo ID and proof of citizenship, must be submitted to the Business License Department for review.

### **STEP 1: COMPLETE APPLICATION**

- Complete, sign, and notarize application
- Attach required documentation
- Any changes in the business name, location, or ownership requires submission of a new application (fees will apply)

### **STEP 2: PAYMENT**

- Submit completed application packet for review
- Pay all associated invoice fee's

### **STEP 3: APPROVAL**

- Upon satisfactory completion, application will be presented to Mayor & Council during a regularly scheduled council meeting

# Alcoholic Beverage Business License Packet Requirements

## Renewal Only

**Lawful Presence Affidavit** – Federal and State Law requires the City to obtain an affidavit from applicants for public benefits. Affidavit must be accompanied by a secure and verifiable document (picture ID) of the applicant.

**Private Employer Affidavit** – O.C.G.A 36-60-6 (d) requires the City to obtain an affidavit indicating the private employer's status regarding federal work authorization program, also known as E-Verify. If you have less than 10 employees and are not hereby required to obtain an E-verify number, you must still sign and return this document.

**Alcoholic Beverage License Renewal Worksheet** – Identify the type of alcoholic beverages for which you are applying. Form must be signed.

**Local Manager Information Form/Consent Form** – Sign and return both forms. Notarize consent form.

- Information and picture identification for the owner and/or designated local manager are required (i.e. driver's license, passport).
- If there is more than one owner, each individual needs to fill out both sheets.
- Background checks are required annually for all local managers.

**Sunday Sales Affidavit** – Licensee of any establishment holding a Class I, Class II, or Class IV license desiring the privilege to sell alcohol on Sundays, must file an affidavit with the City Clerk. Affidavit must be submitted annually with the alcohol beverage license renewal application if Sunday sales authorization will be continued. Form must be completed, signed, and notarized.

**Coin Operated Amusement Machine Declaration** – City of Hinesville Ordinance Section 12-228 requires the applicant to complete, sign and date form.