



**INFORMATION FOR ALCOHOLIC BEVERAGE LICENSE APPLICATION  
COLUMBUS CONSOLIDATED GOVERNMENT - OCCUPATION TAX SECTION**

**3111 CITIZENS WAY, COLUMBUS, GA 31906**

**P. O. BOX 1397, COLUMBUS, GA 31902-1397**

**PHONE: (706) 225-4100, OPTION 1**

1. Please read the Alcoholic Beverage Ordinance in Chapter 3 of the Columbus Code of Ordinances before attempting to complete the application. The applicant, manager, owner, partners, and all stockholders, must meet the requirements as outlined in Chapter 3-6 of the Columbus Code. The location must meet the distance requirements as outlined in Chapters 3-5 and 3-7 of the Columbus Code. [https://library.municode.com/ga/columbus/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH3ALBE](https://library.municode.com/ga/columbus/codes/code_of_ordinances?nodeId=PTIICOOR_CH3ALBE)
2. For New Applications and Location Transfers, businesses will have to submit a Sign and Survey application to the Occupation Tax Section. The Survey application fee is \$600.00, and the Sign application fee is \$165.00. Amount(s) due should be remitted to the City of Columbus, Georgia. Remittance should be made payable to the City of Columbus, Georgia. All fees are non-refundable. Please contact the Occupation Tax Section before the submittal of the Sign and Survey application. The Sign and Survey application must be submitted through the Georgia Department of Revenue – GTC Alcohol Licensing Portal: <https://dor.georgia.gov/how-use-alcohol-license-portal>.

**3. NEW APPLICATIONS AND ALCOHOL UPGRADES:**

Complete pages 1, 2, 3, 4, 5, and 7. Mixed Drinks applicants must complete page 8 as well. Each person requiring a criminal history background check must complete the Waiver(s) for Police Records Check form. The applicant must submit a valid, legible copy of their Georgia State Driver's License or Georgia State Identification card with the application. This office reserves the right to ask for additional documentation to verify/confirm applicant's Georgia residential status. The Systematic Alien Verification For Entitlements (SAVE) Affidavit must be completed by the applicant. Legal entities must submit a copy of its' Certificate of Incorporation or Certificate of Organization/Formation with the application to verify the entity's current active status. The Federal Employer Identification Number (FEIN) official verification letter (SS-4) from the Internal Revenue Service must be submitted with the application. Applications will have to go through the Sign & Survey process before the submittal of the alcohol application.

**LICENSE AND LOCATION TRANSFERS:**

Complete pages 1 through 7. Mixed Drinks applicants on Location Transfers must complete page 8 as well. Each person requiring a criminal history background check must complete the Waiver(s) for Police Records check form. The applicant must submit a valid, legible copy of their Georgia State Driver's License or Georgia State Identification card with the application. This office reserves the right to ask for additional documentation to verify/confirm applicant's Georgia residential status. The Systematic Alien Verification For Entitlements (SAVE) Affidavit must be completed by the applicant. Legal entities must submit a copy of its' Certificate of Incorporation or Certificate of Organization/Formation with the application to verify the entity's current active status. The Federal Employer Identification Number (FEIN) official verification letter (SS-4) from the Internal Revenue Service must be submitted with the application. Applications involving a Location Transfer will have to go through the Sign & Survey process before the submittal of the alcohol application.

4. The applications must be legible and completed in its entirety before acceptance by the Occupation Tax Section. The Occupation Tax Section reserves the right to refuse to accept any application and/or attachment(s) that are considered illegible or incomplete.
5. The Alcohol application fee is \$50.00. The Waiver For Police Records Check is \$20.00 per person.
6. For **ON PREMISE** locations only, the following additional actions must be completed, if application is approved:
  - A. A Certificate of Occupancy must be obtained from the Inspection and Codes office, located at 420 10<sup>th</sup> Street, Columbus, GA, (706) 225-4126.
  - B. A Health Marshall Slip must be obtained from the Columbus Health Department Environmental Division, located at 5601 Veterans Parkway, (706) 321-6170.
  - C. A Fire Permit must be obtained from the Columbus Fire Department, located at the Public Safety Building, 510 10<sup>th</sup> Street, (706) 225-3500.
7. For **OFF PREMISE** locations, the following additional actions must be completed if application is approved:
  - A. A Certificate of Occupancy must be obtained from the Inspection and Codes office, located at 420 10<sup>th</sup> Street, Columbus, GA, (706) 225-4126.
  - B. An Agriculture Inspection Report, approved for licensing, must be obtained from the Georgia Department of Agriculture, the contact number is (855) 424-5423 (not required for Retail Liquor).
8. For **TRANSFERS** only. No alcoholic beverage license will be transferred without all prior city taxes being paid in full.
9. For **RETAIL LIQUOR** only:

O.C.G.A 3-4-49 restricts new locations of retail liquor business from being within 1500 feet of another retail liquor establishment already in operation or has ceased operation within the last twelve (12) months.
10. For the State of Georgia licensing requirements, please contact the Georgia Department of Revenue at (706) 649-7451 or access the DOR website for the division of Alcohol and Tobacco at <https://dor.georgia.gov/alcohol-tobacco>.

Department of Finance - Revenue Division  
Occupation Tax Section  
P. O. Box 1397  
Columbus, Georgia 31902-1397



\_\_\_\_\_ NEW  
\_\_\_\_\_ TRANSFER  
\_\_\_\_\_ UPGRADE  
\_\_\_\_\_ LOCATION  
TRANSFER

**APPLICATION TO SELL ALCOHOLIC BEVERAGES**

**1. BUSINESS TITLE:**

- a. Legal name of business \_\_\_\_\_
- b. Trade name \_\_\_\_\_
- c. Business location \_\_\_\_\_
- d. Business telephone number \_\_\_\_\_

**2. APPLICANT:**

- a. Name \_\_\_\_\_
- b. Social Security No. \_\_\_\_\_ Date of birth \_\_\_\_\_
- c. Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- d. Home telephone number \_\_\_\_\_
- e. U. S. Citizen by (please check one): Birth \_\_\_\_\_ Naturalization \_\_\_\_\_  
If naturalized, number of: Years \_\_\_\_\_ Months \_\_\_\_\_  
Please include a copy of the **original** certificate of naturalization with this application.
- f. Have you, your spouse, or an immediate family member either owned or managed a  
business that sold or served alcoholic beverages? YES \_\_\_\_\_ NO \_\_\_\_\_  
*If yes*, please submit all details below or on an attached sheet that includes the  
individual's name(s), date of birth(s), and social security number(s). State each  
individual's relationship to the applicant.

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- g. What is the applicant's relationship to the business?

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3. TYPE OF OWNERSHIP (please select one):

Sole Proprietor (   )	Partnership (   )	Corporation (   )
LLP (   )	LLC (   )	Other (   ) _____

A. If Sole Proprietor - (Police criminal history background check will be conducted on sole proprietor)

Owner’s Name: \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home telephone number \_\_\_\_\_

Have you ever applied for an alcoholic beverage license before?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please submit all details.

B. If Partnership or LLP -

Partnership or LLP Name: \_\_\_\_\_

Federal Identification No.: \_\_\_\_\_ Date Formed: \_\_\_\_\_

Partnership or LLP Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Please provide a list of all persons owning interest in the business. Please include the name residential address, date of birth, Social Security Number and percentage of interest held.

*PARTNERS NAME*	RESIDENTIAL ADDRESS (No P.O. boxes)	DATE OF BIRTH	SOCIAL SECURITY NO.	INTEREST %

(\*Police criminal history background check will be conducted on all shareholders/partners/members\*)

Has the Partnership or the LLP or any of the partners ever applied for an alcoholic beverage license before?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please submit all details (include additional information on a separate attachment.

\_\_\_\_\_

\_\_\_\_\_

C. If Corporation or LLC -

Corporation or LLC Name:\_\_\_\_\_

Federal Identification No.: \_\_\_\_\_

Date Incorporated or Formed:\_\_\_\_\_

Corporation Street Address:\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone number\_\_\_\_\_

Please provide a list of all persons owning interest/stock in the business. Please include the name, residential address, date of birth, Social Security Number and percentage of interest held.

*SHAREHOLDER/MEMBERS NAME & TITLE*	RESIDENTIAL ADDRESS (No P.O. boxes)	DATE OF BIRTH	SOCIAL SECURITY NO.	INTEREST %

(\*Police criminal history background check will be conducted on all shareholders/partners/members\*)

Has the Corporation or the LLC or any of the shareholders or members ever applied for an alcoholic Beverage license before?                    YES \_\_\_\_\_                    NO \_\_\_\_\_

If yes, please submit all details (include additional information on a separate attachment.

4. Are there any other individuals or firms owning any interest in or receiving any funds from or having loaned funds to the operation of this business? YES \_\_\_\_\_ NO\_\_\_\_\_

If yes, list those firms or individuals to include the names, addresses, Social Security Numbers, and loan amounts.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Is the applicant or any individual listed as having interest in this business or their spouse, a law enforcement officer? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, please provide the specific details.

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6. Has the applicant, or any individual listed as having an interest in this business, ever been convicted, pleaded nolo contendere or forfeited bond for any of the disqualifying conditions listed in Section 3-6 of the Columbus Code? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, please provide details for each instance.

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7. Please list the active manager's name, date of birth, and social security number.  
(Police criminal history background check will be conducted on active manager)

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Has the active manager, ever been convicted, plead nolo contendere or forfeited bond for any of the disqualifying conditions listed in Section 3-6 of the Columbus Code?  
YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, please provide details for each instance.

8. I, \_\_\_\_\_(Applicant), being duly sworn according to law, do swear that the facts stated in the above application are true and correct. I will promptly notify the Director of Finance, through the Revenue Manager of any changes to the above information. I have read and understand, and agree to abide by the City of Columbus's Ordinance, and any State or Federal Laws or regulations governing the sale of alcoholic beverages. I further swear that this application is made in order to procure an alcoholic beverage license in the City of Columbus, GA.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSIONS EXPIRES \_\_\_\_\_

PLEASE NOTE: All questions must be answered.

TYPE OF APPLICATION (Indicate type and category with an “X”)

New License: \_\_\_\_\_ License Transfer: \_\_\_\_\_

Location Transfer: \_\_\_\_\_ Alcohol Upgrade: \_\_\_\_\_

A. Manufacturer:

Liquor \_\_\_\_\_ Beer \_\_\_\_\_ Wine \_\_\_\_\_

B. Wholesaler:

Liquor \_\_\_\_\_ Beer \_\_\_\_\_ Wine \_\_\_\_\_

C. Broker:

Liquor \_\_\_\_\_ Beer \_\_\_\_\_ Wine \_\_\_\_\_

D.

Importer:

Liquor \_\_\_\_\_ Beer \_\_\_\_\_ Wine \_\_\_\_\_

E. Microdistillery: Liquor \_\_\_\_\_ F. Microbrewery: Beer \_\_\_\_\_

FOR RETAIL OFF PREMISE APPLICATIONS

Liquor \_\_\_\_\_ Beer \_\_\_\_\_ Wine \_\_\_\_\_  
Convenience Store \_\_\_\_\_ Grocery Store \_\_\_\_\_ Package Store \_\_\_\_\_ Bottleshop \_\_\_\_\_  
Other \_\_\_\_\_

FOR CONSUMPTION ON PREMISE APPLICATIONS

Please check: Mixed Drinks \_\_\_\_\_ Beer \_\_\_\_\_ Wine \_\_\_\_\_  
PLEASE CHECK YOUR SPECIFIC TYPE OF BUSINESS (indicate one only):

ADULT ORIENTED ESTABLISHMENT: \_\_\_\_\_ MUNICIPAL SPORTS FACILITY: \_\_\_\_\_  
BAR/PUB: \_\_\_\_\_ NIGHTCLUB: \_\_\_\_\_  
BOTTLESHOP: \_\_\_\_\_ PRIVATE CLUB (NON-PROFIT): \_\_\_\_\_  
BOWLING CENTER: \_\_\_\_\_ PRIVATE DOG PARK: \_\_\_\_\_  
DINNER THEATER: \_\_\_\_\_ RESTAURANT: \_\_\_\_\_  
HOTEL/MOTEL: \_\_\_\_\_ RIVERBOAT: \_\_\_\_\_  
MULTI-PURPOSE FACILITY: \_\_\_\_\_ SENIOR LIVING FACILITY: \_\_\_\_\_  
MULTI-PURPOSE THEATER: \_\_\_\_\_ SMALL MULTI-PURPOSE THEATRE: \_\_\_\_\_  
MUNICIPAL GOLF COURSE: \_\_\_\_\_ TRADITIONAL RESTAURANT: \_\_\_\_\_  
FOOD HALL - WINE/MALT BEVERAGE CONCESSIONAIRE: \_\_\_\_\_

\*NON-ALCOHOL RETAIL ESTABLISHMENT: \_\_\_\_\_  
\*(Please write in Dominant Line of Business Activity)

\*\*DESIGNATED BEVERAGE CONCESSIONAIRE: \_\_\_\_\_  
\*\* (Please write in name of Public Facility)

I hereby certify that I have read and understand the provisions of Chapter 3, Section 1, Definitions of the Columbus Code. I further certify that my business meets the required specifications and qualifications for the type of business as indicated above.

SIGNATURE OF APPLICANT

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

NOTARY PUBLIC

My commission expires: \_\_\_\_\_

THIS IS TO CERTIFY THAT EFFECTIVE THIS DATE, I HAVE:  
(indicate appropriate condition by a circle or an underline)

- (A) SOLD MY BUSINESS
- (B) PENDING SALE OF BUSINESS
- (C) TRANSFERING ALCOHOL LICENSE
- (D) MOVING BUSINESS TO NEW LOCATION

1. 

NAME OF BUSINESS AS CURRENTLY LICENSED

2. 

ADDRESS OF BUSINESS AS CURRENTLY LICENSED

3. 

NAME OF LICENSEE AS CURRENTLY LICENSED

4. 

NAME OF APPLICANT LICENSE BEING TRANSFERRED TO

5. 

NEW BUSINESS NAME IF DIFFERENT FROM ORIGINAL NAME

6. 

NEW LOCATION IF DIFFERENT FROM ORIGINAL LOCATION

7. 

ALCOHOLIC BEVERAGE LICENSE NUMBER

8. 

ALCOHOLIC BEVERAGE LICENSE NUMBER

9. 

ALCOHOLIC BEVERAGE LICENSE NUMBER

I RESPECTFULLY REQUEST THAT THE ABOVE LISTED LICENSE BE TRANSFERRED WITH THE APPROVAL OF THE DIRECTOR OF FINANCE.

ORIGINAL LICENSEE SIGNATURE

sworn to and subscribe before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

NOTARY PUBLIC

My commission expires \_\_\_\_\_

PLEASE ATTACH A COPY OF THE APPLICANTS VALID GEORGIA STATE DRIVER’S LICENSE OR A VALID GEORGIA STATE IDENTIFICATION CARD.



NEW MIXED DRINK APPLICANTS ONLY

ALL APPLICANTS FOR NEW MIXED DRINK LICENSEES SHALL GIVE NOTICE OF THEIR INTENT TO MAKE SUCH APPLICATION BY ADVERTISING AT LEAST (5) TIMES ON DIFFERENT DAYS IN THE DAILY PAPER PUBLISHED IN THE CITY IN WHICH THE LEGAL ADVERTISEMENTS OF THE CITY ARE CARRIED. SUCH NOTICE SHALL CONTAIN A PARTICULAR DESCRIPTION OF THE LOCATION OF THE PROPOSED BUSINESS AND SHALL GIVE THE NAME OF THE APPLICANT, AND IF THE BUSINESS IS A PARTNERSHIP, THE NAME OF THE PARTNERS, AND IF A CORPORATION, THE NAMES OF THE CORPORATE MANAGER OR ASSOCIATE MANAGER TO WHOM ISSUED AND THE DATE THAT SUCH APPLICATION WOULD BE CONSIDERED BY THE DIRECTOR OF FINANCE. THE ADVERTISEMENT REFERRED TO HEREIN SHALL NOT BE SMALLER THAN TEN-POINT CAPITAL AND LOWER CASE AND SHALL BE AT LEAST A ONE-INCH, TWO-COLUMN ADVERTISEMENT.

ATTACH RECEIPT FROM LOCAL NEWSPAPER HERE

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APPLICANT\_\_\_\_\_DATE\_\_\_\_\_



# COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government

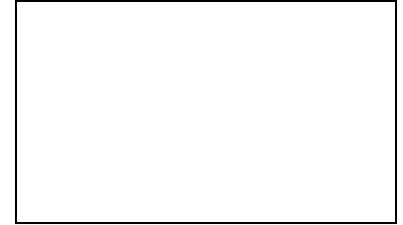
0101-099-1999-4869

## FINANCE DEPARTMENT

### REVENUE DIVISION - Occupation Tax Section

3111 Citizens Way, P.O. Box 1397 Columbus, Georgia 31902-1397

706-653-4100, Fax 706-225-3780



Amount To Be Validated: **\$20.00**

☐

Alcoholic Beverage License

☐

Pawnbroker Application

☐

Coin Operated Amusement Machines

☐

Taxicab Application

## WAIVER FOR POLICE RECORDS CHECK

I understand that in order for the Finance Department to review and/or approve my application for the above checked item, the Columbus Police Department will have to perform a criminal record check on me. I hereby authorize the Columbus Police Department to conduct such a criminal record check locally and statewide, and release the information to the Finance Department, or it's authorized agent.

Full Name: \_\_\_\_\_

Maiden Name: (if applicable) \_\_\_\_\_

Any Aliases Used: (if applicable) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant/Principal

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



# COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government

0101-099-1999-4869

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### REVENUE DIVISION - Occupation Tax Section

3111 Citizens Way, P.O. Box 1397 Columbus, Georgia 31902-1397

706-653-4100, Fax 706-225-3780

Amount To Be Validated: **\$20.00**

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Alcoholic Beverage License

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Pawnbroker Application

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Coin Operated Amusement Machines

☐

Taxicab Application

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Full Name: \_\_\_\_\_

Maiden Name: (if applicable) \_\_\_\_\_

Any Aliases Used: (if applicable) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant/Principal

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



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## FINANCE DEPARTMENT

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Full Name: \_\_\_\_\_

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Any Aliases Used: (if applicable) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant/Principal

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_