

Signature of Applicant

New Alcohol License Application Checklist

DATE:
BUSINESS NAME:
Please note that all applicants must provide the following:
Completed Occupation Tax Application
2. Certification of Incorporation, LLC
3. Completed Alcoholic Beverage Application
4. Completed Registered Agent Form
5. Copy of Lease Agreement or Proof of Ownership for Building6. Live Fingerprint Scan & Completed Criminal History Background Check – Must be done
at City of Monroe Police Department, using form included.
7. Affidavit Verifying Status within the United States
8. Private Employer E-Verify Affidavit
9. Copy of Driver's License, Passport, or Permanent Resident Card
10. Bonded Insurance Policy – if applying for Liquor License
11. All Fees Paid in Full. This includes a \$250 Administrative Fee (Non-Refundable).
Payments must be in the form of a Certified Check.
A Representative must attend the Council Meeting (6PM) at Monroe City Hall, 215 N. Broad St.



OCCUPATIONAL TAX APPLICATION CITY OF MONROE

PO Box 1249 - Monroe, GA 30655 770-207-4674 - hbrookshire@monroega.gov

Pusiness Contact Information	
Business Contact Information Rusiness Name:	Ownership Type (select only one) □ Corporation
Business Name:	_
Physical Location:	− □ LLC
Inside DDA (Downtown Development Authority) Boundary? Y or N	□ Sole Proprietor
Mailing Address:	— □ Partnership
Email:	
Business Phone:	□ Non-profit
Business Owner Contact Information	
Owner(s) Name:	
Owner's Email:	Owner's Phone:
Local / Emergency Contact:	Phone:
Property Owner's Name:	Phone:
Business Information	Reason for Application (select one)
Business Description:	
Residential or Commercial?	
NAICS Code (https://www.census.gov/naics):	☐ Change of Ownership
Start Date:	□ DBA Change
Federal Tax ID (EIN):	— ☐ Change of Address
GA State & Use Tax:	
GA Professional State License Number(s):	☐ Change of Business Activity
Exempt from E-Verify?:	
If no, list E-Verify Number	
Gross Receipts: (Estimated from start of business to end of calendar year	ar):
OR Number of Practitioners*:	
*Under O.C.G.A. 48-13-9(c)1-18 practitioners have the right to	pay \$400 per practitioner and practitioners are
defined as Lawyers; Physicians; Osteopaths; Podiatrists; Dentis	
Landscape Architects; Land Surveyors; Practitioners of Physiothe	erapy; Public Accountants; Embalmers; Funeral
Directors; Civil, Mechanical, Hydraulic, or Electrical Engineers;	Architects; Marriage and Family Counselors
Social Works, and Professional Counselors.	
IF applying as a Non-Profit: Under O.C.G.A. § 48-13-13, nonprof	it organizations are exempt from any occupation
tax, regulatory fee, or administrative fee. If applying for an occupation	
of nonprofit status.	tax certificate as a honprofit, please provide proof
or nonprofit status.	
Number of Employees	Full-Time Equivalent
1. Number of Full-Time Employees:	A. Answer from #1
2. Number of Part-Time Employees:	B. Answer from #3 divided by 40
3. On average, how many hours do ALL the part-time employees	C. Add lines A and B:
work in one week?	

Questions

	offense involving the lotte	ry, illegal possession or sale of narcotics or	r
alcoholic beverages or possession or rec 2. For Commercial Businesses, will a sign	be installed on the building	ng or property? (permit required)	
I,	understand that if I proprosecution and/or imme-	ovide false or misleading information diate revocation of my business occupation	in this onal tax
Signature	Print Name	Date	
Subscribed and sworn before me this	day of	, 20	
Notary Public Signature and Seal:			
Any false statement, misrepresentation of fact(s	s) or omission may be cause:	for criminal prosecution.	
O.C.G.A. § 16-10-20			



City of Monroe—Alcoholic Beverage License Application

Please print or type application and answer all questions!

Do not leave any sections blank. If it does not apply mark sections N/A

ALCOHOLIC BEVERAGE LICENSE TYPES & FEES—CHECK ALL LICENSE TYPES YOU ARE

APPLYING FOR

Consumption On Premise Licenses

•	Beer & Wine:
	Restaurant Beer & Wine: Fee \$1,000.00
	Non-profit Private Club Beer & Wine: Fee \$1,000.00
	Special Event Facility Beer & Wine: Fee \$1,000.00
•	Distilled Spirits:
	Restaurant Distilled Spirits: Fee \$3,000.00
	Non-profit Private Club Distilled Spirits: Fee \$3,000.00
	Special Event Facility Distilled Spirits: Fee \$3,000.00
•	Sunday Sales: Fee \$150
<u>Pac</u>	ckage Licenses
	Beer / Wine: Fee \$2,000.00
	Hotel / Motel In-Room Service: Fee \$250.00
	Growlers: Fee \$2,000.00
	Brew-Pub: Fee \$750.00
	Wine Shop: Fee \$750.00
Ma	nufacturer Licenses
	Distilleries or Micro-Distilleries: Fee \$3,000.00
	Brewery or Micro-Breweries: Fee \$1,000,00

Alcohol Beverage Caterer
Alcohol Beverage Caterer Beer / Wine: Fee \$1,000.00
Alcohol Beverage Caterer Distilled Spirits: Fee \$1,000.00
Wholesale Dealers
Principal Place of Business in City Beer / Wine: Fee \$1,500.00
Principal Place of Business in City Distilled Spirits: Fee \$2,000.00
Other Fees
Annual registration for Special Event Facility: Fee \$300.00
First-time Application Administrative: Fee \$250.00 *NON-REFUNDABLE*
Total Fees Submitted: Application Information:
1. Full Name of Business:
DBA:
Is the business is a proprietorship, partnership, or corporation? Domestic or Foreign?
2. Address: A) Physical:
B) Mailing:
3. Phone: Beginning Date of Business in City of Monroe
4 New Business Existing Business Purchase
***IF change in ownership, enclose a copy of the sales contract and closing statement.
5. Federal Tax ID Number GA Sales Tax Number

6. Is business within the designated distance of any of the following:

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS (See Land Survey Requirements) Beer and Wine 100 Yards Yes _____No Liquor 100 Yards (Church) or 200 Yards (School) Yes _____ No ____ 7. Full name of Applicant Full Name of Spouse, if Married ______ Are you a Citizen of the United States or Alien Lawful Permanent Resident? Birthplace Current Address City St Zip Home Telephone Number of Years at present address_____ Previous address (If living at current address less than 2 yrs). Number of years at previous address _____ 8. If new business, date business will begin in Monroe _____ If transfer or change of ownership, effective date of this change _____ If transfer or change of ownership, enclose a copy of the sales contract and closing statement. Previous applicant & D/B/A _____ 9. What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business? List address, occupation, phone number, and employer 10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo

misdem illegal ga alcoholi pimping	dere within ten (10) years immediately prior to the filing of this application for any felony eanor of any state or of the United States, or any municipal ordinance involving moral turpicambling or illegal possession or sale of controlled substances or the illegal possession or sale of beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If years in detail and give dates.
4000	
	s the applicant been convicted under any federal, state or local law of any felony, wit
12. Do	you own the land and building on which this business is to be operated?
	s this establishment have a patio/open area intended to be used for consumption of alcohoes? []yes or [] no
	erating as a corporation, state name and address of corporation, when and where incorporation and addresses of the officers and directors and the office held by each.
	perating as a corporation, list the stockholders (20% or more) complete addresses, area code phone numbers, residential and business, and the amount of interest of each stockholder.
	·
16. If or	perating as a partnership, list the partners with complete addresses, area code and telephoners, residential and business, and the amount of interest or percent of ownership of each

· Y

A statement from the applicant with documentary evidence provided, that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months from its inception; and within ten (10) days upon completion of six (6) months' verifying the statement required herein; and upon failure to provide such verification as prescribed herein, the license shall be suspended

until such verification is made.

that the club has at least fifty (50) members. 24. Character References: (For the applicant) Name Address City Telephone State Zip Name Address State City Zip Telephone Address City State Zip Telephone This the day of 20 . (Signature Applicant) (Title i.e. Partner, General Partner, Manager, Owner, etc.) (Print Name) (Signature of Corporate Officer) (Printed Name and Title of Corporate Officer) Signed, sealed and delivered in the presence of: Notary Public: Executed:

23. If a club, a statement that the club has been organized or chartered for at least one (1) year; a statement that during the past year the club has held regular monthly meetings; and a statement

CITY OF MONROE

REGISTERED AGENT INFORMATION FORM

I,, do hereby consent to serve as the Registered Agent for					
the licensee, owners, officers, and/or directors of and to perform all obligations of such agency					
under the Alcoholic Beverage Ordinance of the City of Monroe, Georgia. I understand					
the basic purpose is to have and continuously maintain a Registered Agent upon, which any					
process, notice, or demand required or permitted by law or under said ordinance to be served					
upon the licensee or owner may be served upon the licensee or owner. I understand that the					
Registered Agent must be a citizen of the United States of at least 21 years of age and a					
resident of the City of Monroe. I further certify that I will notify the City of Monroe of any					
changes affecting my status and/or position with this company.					
changes affecting my status and/or position with this company.					
Name of Business/Company					
Name of Business/ Company					
Signature of Agent					
Signature of Agent					
Type or Print Name of Agent					
Type of Time Name of Agent					
Type of Print Agent's Home Address					
Type of Filite Agent's frome Address					
Type or Print City, State, and Zip Code					
Type of Time city, State, and Zip code					
Type or Print Area Code and Telephone Number					
Type of Thire Area code and Telephone Rumber					
Type or Print Date Moved into the Above Address					
Type of Time bate Moved life the Above Address					
Type or Print Driver's License Number					
Type of Time Briver's Electise Number					
Type or Print Date of Birth					
Type of Fillit Date of Biltin					
Subscribed and sworn to me					
Subscribed and sworn to me					
Thisday of, 20					
11113 duy or					
(Clerk/Notary Public) (Signature of Named Individual)					
(o.o. and a second					
My Commission expires:					
TILL AND INCOME. THE PARTY OF T					

FOR ALCOHOL LICENSE

Georgia Bureau of Investigation

Georgia Crime Information Center

Consent Form

I hearby a	authorize			
to receive	any Georgia cri	minal history record ir	nformation perta	aining to me which may be in the
fifes of an	y state or local o	criminal justice agency	in Georgia.	
Full Name	e (print)			
Address				
Sex	Race	Date of Birth		Social Security Number
Signature				_
Date				
One of th	e following mus	t be checked:		
Thi	s authorization i	s valid for 90/ 180 /	(circle one) da	ays from date of signature.
l, periodic cri	iminal history ba	givickground check.	ve consent to th	e above named to perform
City of Mo			9	

Please take this form to the Monroe Police Department for processing



Affidavit Verifying Status for City of Monroe Public Benefit Application Pursuant to O.C.G.A. §S0-361(e)(2)

By executing this affidavit under	oath, as a	n applicant for a, as referenced in
O.C.G.A. § 50-36-1, the undersig	ned applic	n applicant for a, as referenced in cant verifies one of the following with respect to my application:
1)I am a United States ci	tizen.	
2)I am a legal permanen	t resident	
		non-immigrant under the Federal Immigration and
	ımber issi	ued by the Department of Homeland Security or other
federal immigration agency.		
My alien number issued	by the De	epartment of Homeland Security or other federal Immigration
· · · · · · · · · · · · · · · · · · ·	•	
agency is.		
	•	ifies that he or she is 18 years of age or older and has
		document, as required by O.C.G.A. § 50-36-1(e)(1),
	id verifiab	le document provided with this affidavit can best be
classified as:		
In making the above representati	on under a	oath, I understand that any person who knowingly and
		ulent statement or representation in an affidavit shall
		0-20, and face criminal penalties as allowed by such
criminal statue.	Ü	,
Executed in	(city),	(state).
		Signature of Applicant
		Printed Name of Applicant
CLIDGODIDED AND CWODN		
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE		
BEFORE ME ON THIS THE		
DAYOF	20	
DAY OF	ZU	
NOTARY PUBLIC		
My Commission Expires:		



Private Employer E-Verify Affidavit for City of Monroe Pursuant to O.C.G.A § 36-60-6(d)

(For new applications beginning July 1, 2013)

•	ng this affidavit under oath, as an applicant and in O.C.G.A § 36-60-6(d), the undersign		icant representing the private employer known as	
following w	vith respect to my application for the abov	e-mentio	[printed name of private employer] verifies one of the oned document:	
(a)	The individual, firm, or corporation employs more than (10) employees and has registered with and util the federal work authorization program commonly known as E-Verify, or any subsequent replacen program, in accordance with the applicable provisions and deadlines established in O.C.G.A § 13-10 The undersigned private employer also attests that its federal work authorization user identification num and date of authorization are as listed below:			
	Federal Work Authorization User Iden	tification	n Number (Company ID Number)	
OR	Date of Authorization			
(b)	register with and/or utilize the federal v	work aut	en (10) or less employees and therefore, is not required to chorization program commonly known as E-Verify, or any e with the applicable provisions and deadlines established	
	willfully makes a false, fictitious, or fra	audulent	I understand that any person who knowingly and statement or representation in an affidavit shall be guilty criminal penalties allowed by such statute.	
Executed on	the day of	in	(city),(state	
			Signature of Authorized Officer or Agen	
	D AND SWORN BEFORE ME E DAY OF, 20 _	·	Printed Name and Title of Authorized Officer or Agen	
NOTARY PU	JBLICion Expires:			

ATT-59 (REV. 63/03)

RETAILERS AND CONSUMPTION ON PREMISES LIQUOR LICENSE

PERFORMANCE AND TAX LIABILITY BOND

GEORGIA DEPARTMENT OF REVENUE ALCOHOL AND TOBACCO DIVISION P.O. Box 49512 ATLANTA, GA 30359-1512



STATE OF GEORGIA	BOND NO	
	CALENDAR YEAR	
COUNTY OF		
KNOW ALL MEN BY THESE PRESENTS, That, we		
MON ALL MEN DI TIEGE I REGENTO, TIME, NO	(NAME OF LICENSEE AS SHOWN ON APPLICATION)	
and		. AS PRINCIPAL
(NAME OF CORPOR	ATION OR PARTNER(S) AND / OR OWNERS AND D/B/A)	
and		
(NA)	ME OF SURETY COMPANY EXECUTING BOND)	
bonds and undertakings as a surety in the State of Georgia, AS SURET successor in office, for the use and benefit of said State, AS OBLIGEE,	e of, and licensed and Y, are held and firmly bound unto the State Revenue Commissioner of the State in the sum of TWO THOUSAND and FIVE HUNDRED (\$2,500.00) DOLLARS, bessors, as the case may be, jointly, severally and firmly by these presents.	of Georgia, and his
Signed with our hands and sealed with our seals, this	day of ,	
WHEREAS the above-named Principal has applied to the S	tate Revenue Commissioner of the State of Georgia for a license to engage in l	husiness at
Title tello, the above mariour morphism as approach to the		
(LOCATION OF BUSINES	as a retailer or consumption of	on premise of distilled
	action 3-4-22 O.C.G.A. and as hereafter amended), for a period beginning	day of
, and ending December 31,	, inclusive.	
taxes, license fees, rental charges, or otherwise, including penalties and the collection of amounts due the State, the nature and amount of such for the period covered by this bond, and shall, in the operation of said by regulations now, or hereafter, promulgated by the State Revenue Comm	at if the Principal shall promptly pay to the Obligee all sums which may be due by d interest, by reason of the operation of said business, together with expenses in expenses to be determined by the Obligee but not to exceed ONE HUNDRED (\$\frac{1}{2}\) usiness, faithfully comply with all provisions of said Act, as amended, and with all hissioner under the authority of said Act, as amended, for the enforcement and a r may require in rules and regulations, then this bond shall be void, otherwise, it	curred by the State in \$100.00) DOLLARS I rules and dministration of said
This bond may be cancelled by the Principal, the Surety or the known address, but no such cancellation shall affect the liability of either	te Obligee by giving sixty (60) days' notice in writing to each of the other parties or the Principal or the Surety occurring before the expiration date of such notice.	hereto at their last
	day of , , through the	
Obligee for any other period. ,, inclusive, and shall not	be construed as a renewal or continuation of any other bond executed by said P	rincipal and Surety to
Obligee for any other period.		
	his hand and affixed his seal, and the said Surety has caused these presents scorporate seal to be hereunto affixed, the day and year first above written.	to be duly executed by
COUNTERSIGNED:		95.00
	PRINCIPAL(SIGNATURE OF LICENSEE)	_ (L.S.)
(LOCAL AGENT)	1 * 65 CONTROL OF CONT	
	PRINCIPAL(PARTNER(S))	_ (L.S.)
(ADDRESS)	1	
A second this day of	PRINCIPAL(OWNERS)	-
Approved thisday of		
THE DO THE CONTROL OF	SURETY	-
(STATE REVENUE COMMISSIONER)		
NOTE: The official or attorney in fact signing for Surety shall attach to the is in force and effect at the time of the execution of the bond.	e original bond a certified copy of authority or power to bind the Surety. It shall	I show that the power



Per Chapter 6, Article 1, Section 6-32 of the Code of Ordinances for the City of Monroe:

Subsection 1: Any licensee for consumption on the premises shall require all persons employed as managers, servers, bartenders, doorpersons, or any other employee, agent or subcontractor with the responsibility for handling, serving, mixing or dispensing alcoholic beverages to obtain a server certification with proper training from a third-party vendor approved by the city no later than three days after commencement of his or her employment. The licensee or the employee of the licensee shall pay a fee as provided for by the third-party vendor for such server certification. (See the Code of Ordinances Section 6-32, for subsections 2-7)

Approved Third-Party Vendors for Alcohol Server Certifications

- 1. Training Institute for Responsible Vendors (www.tirv.net)
- 2. TIPS (Training for Intervention Procedures) Alcohol Certification Training (www.gettips.com)
- 3. ServSafe (servesafe.com)
- 4. Evindi Alcohol Compliance (www.evindi.com)
- Learn2Serve (www.learn2serve.com)
- 6. Darden Restaurants Responsible Alcohol Service Training Online
- 7. Susan Nelson (sw.nelson58@gmail.com)

NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you
 are provided a copy of the Privacy Act Statement that would normally appear on the FBI
 fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability
 for the job, license, or other benefit must provide you the opportunity to complete or
 challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable
 amount of time to correct or complete the record (or decline to do so) before the agency
 denies you the job, license or other benefit based on information in the criminal history
 record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (http://gbi.georgia.gov/obtaining-criminal-history-record-information).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the <u>GBI website</u> (http://gbi.georgia.gov/obtaining-criminal-history-record-information).

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

