

City of Cleveland - Alcohol Licensing Guidelines

City of Cleveland
85 South Main Street
Cleveland, GA 30528
706-865-2017 / 706-219-3220 fax
cityclerk@cityofclevelandga.org

Process for Obtaining a License: **Please note that the City licensing process can take 15 to 60 days.

1. Confirm with City of Cleveland that the proposed business is located inside the limits of the City of Cleveland.
2. If this is a new business, apply for a City of Cleveland Occupational Tax License. If this is an existing business and under new ownership, the Occupational Tax certificate must first be reissued in the new owners name before an Alcohol Application will be accepted.
3. Read and understand the City's Alcoholic Beverages Ordinance. Licensees are required to maintain a copy of the Ordinance on the premises of the business, and employees shall be familiar with the complete requirements of the ordinance.
4. A state license must also be obtained through the GA State Department of Revenue (DOR) before any alcoholic beverages can be served or sold in the City of Cleveland. The DOR may be contacted at (404) 417-4490. If applying for beer and wine only, the State requires proof of a City Alcohol License first. Please note, you may not serve or sell until all licenses are obtained.
5. Bring the completed application and the non-refundable administrative fee (\$250.00, payable with a certified check, cashier's check or cash) to City Hall, 85 South Main Street, Cleveland. The license fee will also be due at this time, which is refundable if the license is denied for any reason.
6. All owners and managers are required to complete a personal history statement and must be fingerprinted. The Cleveland Police Department will perform background investigations on all applicants. All employees handling or serving alcohol will be required to obtain an alcohol handling permit from the Cleveland Police Department for a charge of \$35.

**Cleveland Police Department
85 South Main St. Cleveland, GA 30096**

Please call (706) 865-2111 to set up an appointment.

7. Any applicant who owes other fees or taxes to the City will be required to remit payment prior to issuance of an alcohol license.

Checklist for Alcohol Application Submission

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- Read the City's Alcohol Ordinance.
- If this is a business location that has not previously sold alcoholic beverages on premises, there must be (2) consecutive weeks of advertisement to begin no later than ten days following submission of the application. Tear sheets and a publisher's affidavit shall be furnished to the City prior to the application being considered complete. The sign is required to be constructed of wood or metal by 48"X 48" placed upon the location of the proposed business. Please review Sec 4-206 Classified Advertisement Form.
- Review forms for completeness and have notarized. (City Hall has notaries available.) Do not sign forms that need to be notarized unless you are in the presence and witness of a notary.
- Statement of personal history form for sole owner, partners, officers, directors and major stockholders of private corporations, and general manager. If applicant represents a partnership, submit copy of partnership agreement. If incorporated, bring a copy of the certificate.
- Copy of current drivers license or state identification card for all individuals submitting a personal history statement.
- Provide a certified scale drawing showing the location and distance to closest school buildings, licensed daycare centers, housing authorities, libraries, city parks, educational buildings, school grounds, colleges and/or any house of worship buildings.
- Submit completed Premises/Structure forms.
- Have a certified report of survey from a registered land surveyor or professional engineer.
- Submit evidence of ownership of the building or a copy of the lease, if applicant is leasing the building.
- Registered agent consent form - agent MUST be a White County resident.
- Complete employee listing.
- If business represents an eating establishment, submit a copy of the menu.
- Completed copy of State of Georgia alcohol application.
- Copies of Health Department approval, Health Permit, and Fire Marshal approval.
- Systematic Alien Verification for Entitlements (SAVE) and E-Verify Form (E-Verify only if applicable).