



How To Apply For An Alcohol Beverage License:

- ❖ For new establishments, first obtain an Occupational Tax Certificate (Business License) from the City of Hampton. Please contact Planning & Zoning at 770-946-4306.
- ❖ If business is already established, correct any outstanding code violations prior to applying for an Alcohol Beverage License.
- ❖ Read and Understand the City's Alcohol Ordinance Chapter 6 of the Code of Ordinances.

The following information will be required at the time of submittal:

Completed Application (signed and notarized).

- **Personnel Statement** from owner, partners, officers, directors, and major stockholders of private corporations, general manager and store managers. **Individuals required to complete personnel statements must have fingerprint/background check done by a Georgia Applicant Processing Services (G.A.P.S.) approved fingerprint site. (aps.gemalto.com/ga/index.htm) for list of G.A.P.S. approved fingerprint sites and to begin your registration. The City of Hampton's ORI # is GA0750300.**
- Two current passport photographs;
- Evidence of Ownership of the building or copy of the lease, if applicant is leasing the building;
- Photographs of location: front, side and rear photos of the desired location;
- If Retail sale, a survey showing the distance to the nearest school, church, alcohol treatment facility;
- If applicant represents a franchise, copy of the franchise agreement;
- If applicant represents a partnership, submit copy of the partnership agreement;
- If applicant represents a corporation, submit articles of incorporation and certificate of incorporation;
- If applicant represents an eating establishment, submit a copy of the menu;

- Project purchases/projected gross sales (if applying for distilled spirits consumption);
- Read over the approved Alcohol Training Manual.
- Cash, check, or credit card payment for the \$_____ administrative fee.

How to Submit a Completed Alcohol Beverage License Application:

Contact the City Clerk at 770-946-4306 or mbrooks@hamptonga.gov to schedule an in-person appointment at City Hall, 17 East Main Street, South, Hampton, GA 30228 to submit your completed application and required supplemental materials or to ask questions. The administrative fee is due when the application is submitted.

Inspections will be scheduled with the City Planner, Fire Marshal, and Code Enforcement. The location must pass all inspections in order to be considered for an alcohol beverage license.

Applications recommended by the City Manager will go before Mayor and Council for consideration and action. Mayor and Council meets every second Tuesday at 6:30 PM at 17 East Main Street, Hampton, Georgia. The City Clerk will notify the applicant of the meeting date. We encourage the applicant to attend the meeting to answer any questions.

IMPORTANT:

*******Before any alcoholic beverages can be served or sold in the City of Hampton, after being approved for your City of Hampton Alcohol Beverage License, you must obtain a state license from the Georgia Department of Revenue. Visit <http://dor.georgia.gov/consumption-premises> for more information.**

Alcohol Handling Permits **are required by all employees who dispense, serve, sell or handle alcohol.** Employees must apply for an alcohol handling permit at the Hampton Police Department located at 4 McDonough St. immediately after the establishment's Alcohol Beverage Application has been approved by Council and all license fees have been paid. **ALCOHOL CANNOT BE SOLD WITHOUT CURRENT SERVER/HANDLING PERMITS.** Fingerprints/background checks are required.

REQUIRED ALCOHOL TAX REPORTS:

Establishments holding an Alcohol Beverage License from the City of Hapeville must submit the following monthly and quarterly tax reports by the specified date.

On-Premise Consumption:

Excise Tax Reporting - for Liquor Sales (to be submitted monthly). Due the 20th of each month.

Quarterly Tax Reporting - of food/alcohol sales; due the last day of the month after each calendar quarter.

Retail and Package Stores:

Quarterly Tax Reporting of food/alcohol sales; due the last day of the month after each calendar quarter.

****All businesses with alcohol licenses are required to purchase alcohol from Wholesale Distributors.****