

**Fulton County Police/Alcoholic Beverage License Unit**  
**130 Peachtree Street, S.W., Suite 2158**  
**Atlanta, GA 30303**  
**Phone # 404-730-5700**

Revised 11/13/2007

**REQUIREMENTS FOR OBTAINING ALCOHOL BEVERAGE LICENSES**

Please allow 8-12 weeks for the completion of the application process.

**Note: Please read these instructions thoroughly. Failure to understand and comply can result in a delay in the issuance of the license. A copy of the Alcoholic Beverage Ordinance can be viewed by accessing the free online library at [www.municode.com](http://www.municode.com).**

**APPLICATION:**

All questions must be answered and applications must be notarized. Applications must be filed on or before the first of the month prior to the month in which the hearing is anticipated. Public hearings are scheduled before the Board of Commissioners on the first or third Wednesday of each month at 10:00 a.m. Final Hearings are scheduled on the first Wednesday of each month.

Applicants must schedule an appointment and bring completed, notarized application forms, surveys, and other related documents to the Fulton County Police Department at the time the application is submitted. On submission of the application, applicants will be fingerprinted and all fees must be paid. It is recommended that applicants not enter fee amounts on checks/money orders until the application is received and fee totals are properly calculated by Fulton County Police Department personnel.

A check for the following must be submitted at the time of filing the application:

**BACKGROUND INVESTIGATION FEE:**

(includes \$24.00 fee for fingerprinting).....\$800.00

**LICENSE FEE:**

Consumption on the premises by the drink

Retail (Bar, Restaurant, etc.):	
Liquor .....	3200.00
Beer .....	650.00
Wine .....	650.00

Note: Premises offering sale by the drink require an additional license for the operation of each lounge, separate restaurant (with separate bar), or other place for consumption on the premises located within the same building covered by the initial license and under the same ownership. An annual license fee of \$1000.00 will be charged for each additional license issued in addition to the initial license.

Distilled Spirits by the package

Retail (Liquor Store):

Liquor (does not include beer and wine).....	3800.00
Beer .....	300.00
Wine .....	300.00

Wholesale (Warehouse Distributor):

Liquor (does not include beer and wine).....	4500.00
Beer .....	360.00
Wine .....	360.00

Manufacturer (Distillery):

Liquor (does not include beer and wine).....	4000.00
Beer.....	500.00
Wine.....	500.00

**ADVERTISING FEE:**

Initial Advertising Fee.....1179.20

Note: This is an initial minimum estimate of the fee the AJC will charge for the legal ad. Once the ad is submitted you will be advised of any remaining balance due.

**FIRE INSPECTION FEE:** ..... \$30.00

**BUSINESS TAX DIVISION PAYMENTS**

Note: A 3% excise tax is levied on all mixed drinks and is to be reported and paid monthly to Fulton County, Business Tax Division. An excise tax of .22 per liter on Liquor and Wine and .05 per 12 oz. Container of beer is levied and is to be reported and paid monthly to Fulton County by wholesalers.

## **DISTANCE REQUIREMENTS**

A certified plat or drawing completed by a registered surveyor showing a scale drawing, including the straight line distance measurements, as described in Article IV, Section 6-211 of the Alcoholic Beverage Ordinance, must be submitted with the application.

Included on the application, question 8, is a certification of the square footage of the proposed business and the number of on-site parking spaces if the business is a stand-alone business. If the proposed location is in a shopping center, office building or other multi business developments, the certification must show the total square footage and total parking spaces for the entire development.

Consumption on the Premises - Liquor, Wine and Malt Beverages:

Nearest Private Residence - Building	100 feet
Nearest Public Library Building	200 feet
Nearest Church Building	300 feet
Nearest School Property Line	600 feet
Nearest School Bus Stop	200 feet

Consumption on the Premises - Wine and /or Malt Beverages:

Nearest Private Residence - Building	100 feet
Nearest Public Library - Building	200 feet
Nearest Church - Building	300. feet
Nearest School Property Line	300 feet
Nearest School Bus Stop	200 feet

**NOTE: For Adult Entertainment purposes, survey must include public parks distances and listing for other distance restrictions, located within 1000 feet.**

Wholesale and Retail Liquor:

Nearest Private Residence - Building	100 feet
Nearest Public Library - Building	100 feet
Nearest Church - Building	300 feet
Nearest School Property Line	600 feet
Nearest School Bus Stop	200 feet
Nearest Retail Package Store (State Req.)	1500 feet
Nearest government owned (State Req.) alcohol treatment center	300 feet

Wholesale and Retail Wine and Malt Beverage:

Nearest Private Residence - Building	100 feet
Nearest Public Library - Building	200 feet
Nearest Church Building	300 feet
Nearest School Property Line	300 feet
Nearest School Bus Stop	200 feet
Nearest government owned (State Req.) alcohol treatment center	300 feet

**SIGN REQUIREMENT**

A sign notifying the public of the application must be posted at the business at least fifteen (15) days prior to the public hearing before the Fulton County Board of Commissioners. The applicant must notify the Fulton County Police Alcoholic Beverage Unit when the sign is erected and ready to be inspected. The inspection must take place at least ten (10) days before the hearing. If the ten (10) day requirement is not met, it will delay the public hearing an additional month. Specifications for the sign are detailed in the Alcoholic Beverage Ordinance, Chapter 6 of the Fulton County Code. Suggested wording for the sign is as follows:

"I, \_\_\_\_\_, owner, have made application to the Board of Commissioners of Fulton County, Georgia for a (type of License) located at address of business. Hearing to be held in Assembly Hall, Fulton County Tower, Wednesday, (Date of hearing), at 10:00 am".

*Notify your contact person with the Alcohol Beverage License Unit when the sign is erected and ready for inspection.*

**ALCOHOLIC BEVERAGE LICENSE ADVERTISEMENT**

Article IV, Section 6-201(a)(1) of the Alcoholic Beverage Ordinance requires notice of an application by advertisement to be published at least two times on different days not less than ten days prior to the date of consideration of the application by the Fulton County Board of Commissioners. The advertising is written and arranged by the Fulton County Police Department following the above example. Cost will fluctuate based on the number of characters.

Your contact person with the Alcoholic Beverage Licensing Unit will review these instructions in detail with you. Please call to schedule an appointment to submit your application. Your contact person will provide a fax number so your application can be reviewed in advance to minimize your wait time.