



**City of Fairburn**  
**56 Malone Street**  
**Fairburn, GA 30213**  
**Office: 770-964-2244 Fax: 770-969-3484**

**Alcohol License- Instruction Checklist**

- 1. **Application Form and Non- refundable Processing/ Investigation Fee of \$250.00**
- 2. **Deed or Lease-** A copy of deed showing the applicant to be the owner of the premises for which the license is sought, or a copy of a lease showing any interest the owner of the premises has in the business for which the license is sought. (Not required for annual renewal).
- 3. **Notarized Affidavit and Criminal History and Background Investigation Form-** Applicants cannot have been convicted of nor plead guilty of “nolo contendere” to any felony or misdemeanor relating to the sale or use of alcoholic beverages or illegal drugs within five years prior to the date of this application. Applicants must read and understand the City of Fairburn’s Ordinance, regarding the rules and regulations of the sale of alcoholic beverages. The License Representative must be a resident of State of Georgia and a manager of the business. The Licensee must be the owner or officer of the corporation. Note: Both the License Representative and the Licensee must submit Affidavits.
- 4. **Fingerprint Cards-** The Licensee and License Representative must go to the Fairburn Police Department and have fingerprint cards completed for the background investigation. (The \$250 application fee covers all background investigation fees.) The process may take up to (8) eight weeks to complete.
- 5. **Out-of-State Background Investigation-** If the Licensee or License Rep. has not been a resident of the State of Georgia for at least 5 years, they must have a Background Investigation conducted by a Law Enforcement Agency in their previous state or states of residence. The background investigation report must include all arrests and convictions for misdemeanor, felonies, and local ordinances. This report must be sent directly from the investigating agency to: Chief of Police, 191 West Broad Street, Fairburn, 30213.
- 6. **Survey-** Certified survey from a registered land surveyor, with a scale drawing of the location showing the shortest straight-line distance from the closest point of the premises to the nearest property line of any residence, church, Alcoholic treatment center building, school, education building, or college building/ campus located within a radius of six- hundred feet of the premises. **(Survey is not required for transfer of existing license for an existing location or for an annual renewal.) Licenses will not be issued if the establishment is within 100 yards of a church and 200 yards of any school, or alcoholic treatment center.**
- 7. **Provide copy of State Licensure-** This document must be given to the City Clerk within **90** days of receiving the city license. The phone number to obtain a State License is **(404) 417-4490**.
- 8. **License Fee-** Initial license fee must be paid within 30 days and prior to the issuance of the license. Initial license fee is refundable if unable to secure State of Georgia License.

**Annual License Fees are as follows:**

<b>Retail Package Dealer</b>		<b>Retail Consumption Dealer</b>		<b>Wholesale</b>	
Malt Beverage &/or Wine-	\$1,000.00	Malt Beverage &/or Wine-	\$1,500.00	Distilled Spirits-	\$500.00
Distilled Spirits-	\$5,000.00	Distilled Spirits, Malt Beverage & Wine-	\$2,500.00	Malt Beverages-	\$500.00
				Wine-	



**AFFIDAVIT AND CRIMINAL HISTORY CONSENT FORM  
FOR ALCOHOLIC BEVERAGE LICENSE APPLICATION  
WITH THE CITY OF FAIRBURN**

I, \_\_\_\_\_ (PRINT FULL NAME), swear that I am at least **21** years of age and I am competent to provide this affidavit.

My address is: \_\_\_\_\_. I have resided at this address for \_\_\_\_\_ years and \_\_\_\_\_ months. My previous addresses for the last 10 years are as follows:

\_\_\_\_\_  
\_\_\_\_\_

**Social Security #** \_\_\_\_\_ **Driver's License #/State:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Race:** \_\_\_\_\_ **Sex:** \_\_\_\_\_

*Please circle the appropriate answer below:*

I **have/have not**, within 5 years prior to this application, been convicted of, (or entered a plea of nolo contendere to) any felony or misdemeanor relating to the sale/use of alcoholic beverages or illegal drugs.  
I **have/have not ever** been arrested for a crime. If so, details below and the disposition of the arrest are listed below. I understand that failure to disclose any arrest (including DUI's) may result in the denial of the application.  
I **am/am not** the applicant for Licensee. If so, I swear that I am the owner or officer of the business.  
I **am/am not** the applicant for License Representative. If so, I swear that I am a manager of the business who is on the premises on a regular basis and that I am resident of the State of Georgia.  
I **have/have not ever** had beneficial interest in any other alcoholic beverage business in this or any other alcoholic beverage business in this or any other sate in which the alcohol license was denied, revoked or other disciplinary action taken.

*Beneficial interest means when a person holds the license in this own name or when he as a legal, equitable or other ownership interest in, or has legally enforceable or financial interest in, or derives any economic benefit from, or has control over a business. If so, attach details on a separate sheet.*

I have read the City of Fairburn's Ordinance regarding the sale of alcoholic beverages and I understand and will comply with the rules and regulations. I hereby authorize the City of Fairburn to request and receive any criminal history information pertaining to me, including driving records, which may be in the files of any state or local criminal justice agency. I solemnly swear, subject to criminal penalties for false swearing that the statements and answers made by me to the foregoing questions in this application for city license for the sale of alcoholic beverages are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

I do hereby certify that the foregoing applicant is personally known to me, that he/she signed his/her name to the foregoing application after sating to me that he/she knew and understood all statements and answers made therein, and under oath has sworn that said statements and answers are true.

[SEAL]

**NOTARY PUBLIC:** \_\_\_\_\_ **This** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_\_.