



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 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-** Both the License Representative and the Licensee must submit Affidavits certifying the information provided below. Applicants cannot have been convicted of nor plead guilty or entered a plea of nolo contendere to any felony, misdemeanor, or other charge relating to the sale, manufacture, distribution, taxability, possession or use of alcoholic beverages or illegal drugs including the offense of driving a motor vehicle under the influence of drugs or alcohol within five years prior to the date of this application. Applicants cannot have entered a guilty plea or been convicted of a felony or a misdemeanor of a crime opposed to decency and morality 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 at least 21 years of age, a resident of State of Georgia and a manager of the business. The Licensee must be at least 21 years of age and the manager, owner or officer of the corporation.
4. **Live Scan Background Check-** The Licensee and License Representative must have their fingerprints scanned for background investigation purposes. The Licensee and License Representative must provide a certificate from the Chief of Police certifying that each person named in the application has been investigated and found not to have been convicted of nor plead guilty or entered a plea of nolo contendere to any charge as specified in section 8-42(4). The Licensee and License Representative must bring the appropriate documents necessary for the scan (a list of acceptable identification is provided in Alcohol License Packet.) This scan will be at the cost of the Licensee and Licensee Representative.
5. **Out-of-State Background Investigation-** If the Licensee or License Representative 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. The Licensee or License Representative must provide a certified copy of their driver history and criminal background history from the state or states in which he/she resided or resides. These certified reports must be sent directly from the investigating agency to: Chief of Police, 191 West Broad Street, Fairburn, 30213.
6. **Survey-** Certified survey from a state registered land surveyor, with a scale drawing of the location of the proposed premises and the distance measured by the most direct route of travel on the ground 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 two hundred yards/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 to sell distilled spirits if the establishment is within 100 yards of a church and 200 yards of any school building, educational building, school grounds or college campus. Licenses will not be issued to sell any wine or malt beverages within 100 yards of any school building, school grounds or college campus. Licenses will not be issued to sell distilled spirits, wine or malt beverages if the establishment is within 100 yards of an alcoholic treatment center. See O.C.G.A. §3-3-21.**
7. **Provide copy of State Licensure-** This document must be given to the City Clerk within 90 days of receiving 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.
- 9. **Form ATT-17**- Licensee shall file with the City a completed state department of revenue alcohol tax and control unit form ATT-17, which has been filed with the state.

Annual License Fees are as follows:

Retail Package Dealer		Retail Consumption Dealer		Wholesale	
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-	