

## **ALCOHOLIC BEVERAGE LICENSE INFORMATION & CHECK LIST**

A state license must be obtained before any alcoholic beverage can be served or sold in the City of Buford. Contact the **Georgia Dept. of Revenue at (404) 417-4490.**

All licenses must be renewed by **December 31** of each year or will be treated as new applications. All new managers and employees must be reported to the City Manager within 10 days of employment and obtain a permit from the City Marshall or his designee.

Before any license can be issued, you must contact the following departments for your final inspections:

1. Fire Department – 678-518-6020
2. Health Department (consumption only) – 770-963-5132
3. Inspection Department – 770-945-6761
4. City Clerk (Business License) – 770-945-6761

- Application form.
- Premise/structure form.
- Statement of personal history form for sole owner, partners, officers, directors and major stockholders of private corporations, and general manager. **(Submit to Gwinnett County Police Department Permits Unit)**
- Certified or Cashier's check for license fee.
- Certified or Cashier's check for investigative and administrative fee.
- If building is complete, copies of detailed floor plan. Also a copy of the site plan.
- If building is proposed, copies of proposed plans and specifications and a building permit of the proposed building to be built.
- Certified report of survey from registered land surveyor or professional engineer.
- Certified scale drawing showing location and distance to closest school building, educational building, school grounds, or college and to any church building.
- Evidence of ownership of the building or proposed building or copy of the lease, if applicant is leasing the building.
- If applicant is a franchise, copy of the franchise agreement or contract.
- For bona fide eating establishments only, copy of menu(s) attached.
- For bona fide private clubs only, minutes of annual meeting setting salaries for members, officers, agents, or employees.
- For partnerships only, partnership agreement attached.
- Excise tax reporting form (to be submitted monthly along with payment to City of Buford if you serve distilled spirits.**
- Projected purchases/projected gross sales.
- If a corporation, include articles of incorporation.
- Private Employer Affidavit (E-verify)
- S.A.V.E. Affidavit Verifying Public Benefit