



New Alcoholic Beverage License and Change of Ownership Checklist

- **Alcoholic Beverage License is non-transferable**
 - The Alcoholic Beverage Ordinance will be provided as a reference when inquiring about an alcohol license
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- All applicants applying for a new alcoholic beverage license must submit a completed application in person
 - The new application must be completed in its entirety; signed and notarized before submission
 - A picture I.D. or Driver's License and Social Security card is required with completed application
 - Change of ownership or licensee will require a new application and criminal history check
 - A non-refundable processing fee of \$100.00 will be required upon submission of completed application. ***The fee above is not an additional fee; it will be subtracted from the original alcohol license fee.***
 - The authorization of release must be completed and submitted with a check or money order in the amount **\$40.00** for a criminal history check for all persons having any interest in the alcohol license
 - A land survey of the location in a straight line from the front door of the structure from which the alcoholic beverage is sold or offered for sale to the front door of the following:
 1. Retail package:
 - Minimum distance of 300 feet or 100 yards from a church
 - Minimum distance of 300 feet or 100 yards From a governmentally-owned and operated alcohol treatment center and housing authority property
 - Minimum distance of 1500 feet or 500 yards from an existing licensed retail package
 - Minimum distance of 600 feet or 200 yards from any school building/college campus/educational building and/or school grounds
 2. On-premise consumption:
 - Minimum distance of 300 feet or 100 yards from a governmentally –owned and operated alcohol treatment center and housing authority property
 - Processing time varies, but usually takes at least 2-4 weeks once the criminal history check has been received by the Tax and License Department
 - Once the business has been approved for an alcoholic beverage license from the City of Griffin, the owner/agent must apply for a State of Georgia alcoholic beverage license providing a copy of the city issued license as a requirement before the sale of alcohol is permitted.
 - If you have any further questions, please contact our office at 770-229-6402 or by E-mail: mjohnson@cityofgriffin.com