



Dawson County Planning & Development Department
25 Justice Way, Suite 2322, Dawsonville, GA 30534 (706) 344-3500 x 42335

ALCOHOL LICENSING

Dear Applicant:

Thank you for being part of the Dawson County business community. We welcome the opportunity to assist you in obtaining an Alcoholic Beverage License.

In order to streamline the application process, this letter outlines some of the requirements for this license and the necessary forms. The Dawson County Consolidated Alcohol Ordinance adopted and ordained by the Dawson County Board of Commissioners is the authority under which all license applications will be measured.

Your application and related forms will be reviewed by the following Dawson County Departments: 1) Administration, 2) Planning and Development, and 3) the Sheriff's Department. The County Attorney will also review your application prior to submission to the Board of Commissioners. The Dawson County Board of Commissioners must review and approve all applications for an Alcoholic Beverage License.

If you have questions during the application process, please call Planning and Development at (706) 344-3500 extension 42335. You may call for assistance Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. **However, please call for an appointment to submit your completed application to reserve the time necessary for the application process.**

The following are included with this letter (if applicable):

- Dawson County Consolidated Alcohol Ordinance
- Applicant Information and Check List (Form 1)
- Application for Alcoholic Beverage License (Form 2)
- Registered Agent Consent Form (Form 2-A) [If Applicable]
- Background Check Consent Form (Form 2-C)
- Premise and Structure Form (Form 3)
- Certified Report of Survey (Form 3-A) for Alcoholic Beverage License
- Statement of Personal History Form (Form 4)
- Projected Purchases/Projected Gross Sales (Form 5) [If Applicable]
- Excise Tax Reporting Form (Form 6) [If Applicable]
- Affidavit for Issuance of a Public Benefit (Form 4-B)
- Private Employer Affidavit of Compliance (E-Verify, Form 4-C)
- Private Employer Exemption Affidavit (E-Verify, Form 4-D)

IMPORTANT REMINDERS:

APPLICANT:

- Must be at least 21 years of age.
- Must be a citizen of the United States, a legal permanent resident of the United States, or a qualified alien or non-immigrant under the Federal Immigration and Nationality Act.

BACKGROUND CHECK:

The Sheriff's Department will fingerprint all applicants for investigation by the Georgia Bureau of Investigation and the Federal Bureau of Investigation to search for any instance of criminal activity during the two (2) years immediately preceding the date of the application.

APPLICATION & RELATED FORMS:

The applicant must submit all forms with ORIGINAL signatures on each and notarized where required. **Be sure to retain a copy of all application paperwork before submittal.**

FEES:

- All fees are payable to **Dawson County** and only with **CERTIFIED FUNDS**. No personal or business checks will be accepted.
- License Fee and Administrative/Investigative Fee must be **SEPARATE CHECKS**.
- If your application is denied, your License Fee will be refunded. However, the Administrative/ Investigative Fee will not be refunded.
- An advertising fee is required for some licenses.

LICENSES / PERMITS / INSPECTIONS:

Contact Planning and Development at (706) 344-3500 extension 42335 for these requirements. To finalize alcohol license applications, you must provide copies of the following:

- Fire Department Inspection
- Certificate of Occupancy
- Health Department Inspection & Permit (applicable to food establishments)
- Department of Agriculture Food Sales Establishment License (Grocery and Convenience Stores only)
- Dawson County Business License
- State of Georgia Alcoholic Beverage License (after County license is issued)

EXCISE TAX AND FOOD SALES REPORTING:

Applies to Distilled Spirits Consumed on the Premises. Upon issuance of your Alcoholic Beverage License, you are required to submit monthly excise tax reports and payments. Failure to do so could result in penalties and possible revocation of your license. All licensees must submit monthly food sales reports.

FOR CONSUMPTION ON PREMISES LICENSES, FOOD SALES MUST BE AT LEAST 50% TO ALCOHOL SALES.

Thank you again for being part of the Dawson County business community. We trust that the application process for your Alcoholic Beverage License will be a pleasant, efficient, and timely experience. Please call us with any questions or concerns.

Sincerely,

ALCOHOL LICENSE ADMINISTRATION

Enclosures