



# CITY OF ATLANTA POLICE DEPARTMENT 2018 ALCOHOL BEVERAGE LICENSE RENEWAL INSTRUCTIONS



The City of Atlanta requires the annual renewal of all alcoholic beverage licenses. The enclosed 2018 forms must be completed and submitted for processing on or before November 15, 2017 in order to facilitate the renewal of your license by January 1, 2018.

The annual renewal deadline is December 31. The Business Tax Division will mail your Alcoholic Beverage License after License & Permits approves the renewal.

The following forms must be provided to complete the renewal process:

- 2018 Application for Alcohol Renewal
- \$150.00 Renewal Fee
- Annual Alcohol License Fee
- Notarized SAVE & E-Verify Affidavits
- Copy of Government Issued Photo ID
- Consent Form (does not need to be notarized)

To avoid a citation, you must file your renewal application on or before December 31, 2017. Proof of payment must be made available for inspection at each licensed location until your 2018 Alcoholic Beverage License is POSTED.

Renewal forms must be consistent with information on file in the License and Permits Unit. Any changes or new information cannot be added to the renewal form. If there are any changes, a new application must be filed with the License and Permits Unit. ***All incorrect information noted on the renewal should be brought to the attention of the License & Permits Unit by visiting 3493 Donald Lee Hollowell Pkwy. SW, Atlanta, GA 30331.***

If your renewal application is received after December 31, it will be considered as a failure to renew, which could result in an adverse action by the License Review Board.

PART 5 of the renewal application applies only to RETAIL LIQUOR PACKAGE STORES.

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**RENEW AND PAY ONLINE**  
[HTTPS://WEB.ATLANTAGA.GOV/OALR/](https://web.atlantaga.gov/oalr/)

or visit **www.atl311.com**; Select: **ATLPay**  
Select: **Alcohol License | Renewal**.

Renewing online is the fastest and most efficient way to renew your alcohol license. *All forms can be uploaded to the online portal.*

Your Account No. and PIN are required to renew online and to make a payment.

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### RENEW AND PAY BY MAIL

1. Three (3) renewal forms must be completed, signed and notarized (NO COPIES, only original applications will be accepted).

- A. All original forms should be returned to the Business Tax Division.
- B. A renewal fee of \$150.00 and the annual license fee must accompany the original applications.

2. Payment is **ONLY** accepted by Cashier's Check or Money Order. Payment should be made payable to THE CITY OF ATLANTA. No business or personal checks are accepted. Include your account number on your payment.

3. Mail the following to:

- Three (3) ORIGINAL Notarized 2018 Alcohol Renewal Applications
- \$150.00 Alcohol Renewal Fee
- Annual Alcohol License Fee
- Consent Form (does not need to be notarized)

- Notarized SAVE & E-Verify Affidavits
- Copy of the applicant's government issued photo ID

**CITY OF ATLANTA  
 BUSINESS TAX DIVISION  
 ALCOHOL LICENSE UNIT  
 55 TRINITY AVENUE, S.W.  
 SUITE 1350  
 ATLANTA, GA 30303**

CERTIFIED MAIL is recommended for your protection. Please keep a copy of renewal and payment documentation for your records.

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**CITY OF ATLANTA ORDINANCES**

§10-46. Required. No alcoholic beverages shall be manufactured, imported, brokered, sold to wholesalers or other importers, sold at wholesale or retail in the original package or by the drink nor shall any bottle house or tasting room be operated except under a license granted by the mayor as provided in the division. No licensee shall be authorized to operate a business until the license required in the section has been paid for by money order, certified check or cashier's check, and delivered to the licensee by the proper city official. Where there is a pending application for a new licensee or a change of ownership on prior existing licensed premises, the authority of the prior licensee to operate the business shall be extended for a maximum period of 30 days beyond the termination date of the prior license.

§ 30-65 (a) requires that each establishment doing business in the City of Atlanta obtain a General Business License.

**ANNUAL GENERAL BUSINESS LICENSE DEADLINES:**

License expires: December 31  
 Renewal deadline: February 15  
 Payment deadline: April 1

Failure to renew your general business license by February 15 will result in a **\$500** failure to file fee. Failure to pay by April 1 will result in a **10%** failure to pay fee. Unpaid balances accrue a monthly interest fee of **1.5%**.

§ 10-3 (b) compliance with chapter required: It shall be a violation of this chapter for any premises, that performs or undertakes any type of operation or activity for which a occupation tax certificate issued pursuant to Chapter 30 to provide alcoholic beverages to persons on the premises unless a license issued under this chapter allowing on premises consumption of alcoholic beverages has first been obtained.

Those stores which were not licensed before May 6 1997, who wish to remain exempt from the distance requirements of Chapter 10, Article II, Division 2, Section 10-88 (b)(1-7), must submit a statement from a CPA that proves that the store derived less than 5% of its gross receipts from the sale of alcoholic beverages. **RENEWAL APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THIS STATEMENT.**

Pursuant to Atlanta City Code Chapter 10 Section 1, all Private Clubs must submit:

- A. Current proof of 501(c) status.
- B. Form 990 Return of Organization Exempt Income Tax as certified by a certified public accountant.

For questions, please contact License & Permits at (404) 546-4470 or the Business Tax Division at (404) 330-6270.

## 2018 Online Filing Instructions

- Go to <https://web.atlantaga.gov/oalr/> or visit [www.atl311.com](http://www.atl311.com) , Select: **ATLPay**;  
Select: **Alcohol License | Renewal**.
- **IMPORTANT: Please review Eligibility, Instructions and FAQs.**
- Click on “**Accounts List**” link at the bottom of the page.
- To log in, enter your account number, PIN and email address and click “Submit”. Your PIN number will be located in the upper right hand corner of your 2018 renewal.

- The Agent’s name and the Name and Title of the person completing the online renewal is **REQUIRED** before you select “CERTIFY”. **You must “CERTIFY” your application before you “Make Payment”.** The renewal cannot be processed until payment has been made.
- To comply with Federal and State law, you are required to submit a notarized private employer (**E-Verify**) and **SAVE** affidavits. Please upload the completed and notarized forms and a copy of the applicant’s driver’s license or other government issued photo ID.
- Please upload a completed and signed background consent form with your online renewal. The background consent form does not need to be notarized.
- Your renewal will not be approved and a 2018 alcohol license will not be issued unless all documents are submitted. **RENEWAL DEADLINE IS DECEMBER 31.**

If you have questions about the Alcohol Renewal process, please contact the City of Atlanta Police Department License & Permits Unit at 404-546-4470 or the Business Tax Division-Office of Revenue at 404-330-6270.

**CITY OF ATLANTA  
OFFICE OF REVENUE  
2018 ALCOHOL BEVERAGE FEES**

<b>LICENSE TYPE</b>	<b>ALCOHOLIC BEVERAGE DESCRIPTION</b>	<b>ANNUAL LICENSE FEE</b>
A33, A56, A57, A58, A59 A73, A74, A75, A76, A77	BEER & WINE CONSUMED	\$5,000.00
A34, A78	BEER & WINE PACKAGED	\$5,000.00
A64	BEER AND/OR WINE – SPECIAL	\$1,000.00
A61	BEER AND/OR WINE ARTS- THEATRE	\$1,000.00
A00, A01, A02, A03, A04, A05, A06, A07, A08, A09, A36, A37, A38, A39, A46, A47	BEER CONSUMED	\$2,500.00
A98	BEER CONSUMED & WINE PACKAGED	\$5,000.00
A0A, A1A, A2A, A3A, A4A, A5A, A6A, A7A	BEER CONSUMED ADD'L FACILITY	\$2,500.00
A4H	BEER CONSUMED SUITE HOTEL	\$2,500.00
A50	BEER MANUFACTURING	\$5,000.00
A30	BEER PACKAGE	\$2,500.00
A2H	BEER WINE CONSUMED SUITE HOTEL	\$5,000.00
A5H	FOOD SPECIALTY SHOP	\$3,150.00
A1H	LIQUOR BEER & WINE SUITE HOTEL	\$5,000.00
A52	LIQUOR MANUFACTURING	\$5,000.00
A53	LIQUOR MANUFACTURING(GEORGIA)	\$5,000.00
A62	MIX DRINKS – ARTS – THEATRE	\$1,000.00
A65	MIX DRINKS – SPECIAL	\$1,000.00
A63	MIX DRINKS,BEER,WINE – SPECIAL	\$1,000.00
A60	MIX DRNK,BEER,WINE ART-THEATRE	\$1,000.00
A20, A48, A49, A54, A55, A92, A93, A94, A95, A96	MIXED DRINKS, BEER & WINE	\$5,000.00
A21, A22, A23, A24, A25, A26, A27, A28, A29, A82, A83, A84, A85, A86, A87, A88, A89, A90, A91	MIXED DRINKS,BEER,WINE ADD.FAC	\$5,000.00
A32	RETAIL PACKAGE LIQUOR STORE	\$5,000.00
A43	WHOLESALE BEER(INSIDE CITY)	\$2,000.00
A41	WHOLESALE LIQUOR(INSIDE CITY)	\$5,000.00
A45	WHOLESALE WIND(INSIDE CITY)	\$2,000.00
A79	WHOLESALER, IMPORTER BEER	\$2,000.00
A99	WHOLESALER, IMPORTER LIQUOR	\$3,750.00
A35	WHOLESALER, IMPORTER WINE	\$2,000.00
A10, A11, A12, A13, A14, A15, A16, A17, A18, A19	WINE CONSUMED	\$2,500.00
A3H	WINE CONSUMED SUITE HOTEL	\$2,500.00
A51	WINE MANUFACTURING	\$2,250.00
A31	WINE PACKAGE	\$2,500.00
A81	WINE TASTING ROOM	\$2,500.00
A8B	WINE TASTING SPECIALTY SHOP	\$2,362.50