

2021 RENEWAL SEASON IS HERE.

About the Renewal of Alcohol License for Businesses

The City of Atlanta Police Department License and Permit Unit regulates the sale or consumption of alcoholic beverages on premises via the issuance of an alcohol license. All alcohol licenses expire on December 31st of each year and must be renewed by then in order for a business to continue the sale or consumption of alcoholic beverages.

Required Documents for Renewal:

- Alcohol Renewal Application 2021
- Consent Form
- E-Verify Affidavit & Save Affidavit
- Copy of Government Issued Photo ID (non-expired)

Alcohol License Renewal Process

Renewing online is the FASTEST and most efficient way to renew your alcohol license!!

Renew online by emailing all of your required documents to apdrenewals@atlantaga.gov. After your renewal paperwork has been confirmed and processed, the License and Permits Unit will contact you and provide instructions to go online and submit your payment for the renewal.

You can renew by email if:

- Your account is active with a valid business account number and pin number.
- Your alcohol account financial status must be current and not delinquent.
- The owners and/or principals of your business must be the same as those originally reported to the City of Atlanta through a tax application or a change form.
- The location of your business must be the same as originally reported to the City of Atlanta. Any changes to the physical location require Zoning approval.
- The legal entity/legal name holding the business account certificate must be the same as originally reported to the City of Atlanta.

Obtain the following materials so that you can complete the process online:

- Business Account Number and PIN – Previously issued PINs will not work this renewal season.
- If you do not know your Business Account Number or PIN, please contact Customer Service at 404.330.6270 or email atlcore@atlantaga.gov for assistance.
- Pay for your renewal online: <https://ww2.e-billexpress.com/ebpp/COAAlcohol/>

RENEW IN PERSON

Renew in person by going to the Public Safety Annex First Floor (on the right after the security checkpoint) at 3493 Donald Lee Hollowell Pkwy, Atlanta, GA

You must renew in person:

- **If there are any changes to the information provided in original application other than business or residence phone**
- **If you have moved your location**

If you have any questions regarding renewal, please call the License and Permit Unit at 404-546-4470.

Failure to Renew

After December 31, 2020, any submissions will be considered a failure to renew in time. You will have to pick up the renewal forms from the LPU office located at the Public Safety Annex at 3493 Donald Lee Hollowell Pkwy. You will then have to set up an appointment with an alcohol investigator to submit the renewal, make payment and schedule a License Review Board hearing date. Current applicants not renewing by December 31, 2020, will be considered a failure to renew. Those agents must stop selling, distributing, manufacturing or storing alcohol.