

# **ANNUAL BUSINESS LICENSE RENEWAL GUIDE**



**ATLCORE**

BUSINESS LICENSING & PERMITTING PORTAL

**INSTRUCTIONS &  
REQUIRED  
RENEWAL FORMS**

## GENERAL BUSINESS LICENSE RENEWAL SEASON IS COMING



### 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%**.



# 2024 ALCOHOL BEVERAGE LICENSE RENEWAL INSTRUCTIONS

**The annual renewal  
deadline is  
December 31, 2023.**

To avoid a citation, you must file your renewal application on or before December 31, 2023. Proof of payment must be made available for inspection at each licensed location until your 2024 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.



## STEP 1 : COMPLETE ALL REQUIRED DOCUMENTS

### Required Documents for Renewal:

- ✓ Consent Form
- ✓ E-Verify Affidavit
- ✓ Save Affidavit
- ✓ Copy of Government Issued ID (non-expired)



## STEP 2 : REGISTER/LOGIN TO PORTAL

Set up an account. If you already have an account just log in. Navigate to RENEW MY LICENSE, and select the license to renew.  
**ACCESS portal** <https://atlantaga-energov.tylerhost.net/Apps/SelfService#/home>  
*If registering for the first time, contact APD – License and Permits to get your account linked once you have successfully registered on the portal.  
License and Permits Unit - 404-546-4470*



## STEP 3 : RENEWAL APPLICATION PROCESSING

After selecting the license to be renewed, click RENEW, and complete the application in its entirety. Your application will be processed by an assigned investigator.



## STEP 4 : RECEIVE INVOICE

When the processing is completed by the Atlanta Police Department, you will receive an emailed invoice with instructions to log back in to pay the LICENSE FEE.



## STEP 5 : PAY RENEWAL FEES ONLINE

Once the invoice is received, go to the ATL Core portal,

- Select Pay Invoices
- Enter in the Invoice Number
- Select Pay Now
- Receive confirmation of payment



## STEP 5 : PRINT LICENSE

Once the fees have been paid, the alcohol license will be ready to print from the comfort of your home or office the next business day.

**CITY OF ATLANTA  
OFFICE OF REVENUE  
2024 ALCOHOL BEVERAGE FEES**

<b>LICENSE TYPE</b>	<b>ALCOHOLIC BEVERAGE DESCRIPTION</b>	<b>ANNUAL LICENSE FEE</b>
A33, A56, A57, A58, A59	BEER & WINE CONSUMED	\$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 WINE (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

## **REQUIRED FORMS CHECKLIST**

### **REQUIRED FOR ALL RENEWAL TYPES**

- **Government Issued ID (Non-Expired)**
- **Consent Form**
- **Save Affidavit (Notarized)**
- **E-Verify (Notarized)**
- **List of Wholesalers (**NEW FOR 2024**)**

***FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS  
WILL RESULT IN A DELAY IN PROCESSING.***

## **REQUIRED FORMS CHECKLIST**

### **RESTAURANTS**

#### **If Restaurant, you MUST submit : CERTIFIED STATEMENT FROM PUBLIC ACCOUNTANT**

A statement from a certified public accountant evidencing that the establishment derived at least 50% of its gross food and beverage sales from the sale of prepared meals of food. The applicant for renewal shall report sales as described herein for the 52-week period preceding renewal, or for the period of time following the initial issuance, whichever is greater. *(ref. City of Atlanta Code of Ordinance 10-106 (c) (1))*

### **5% Retail Package Locations**

#### **If 5% Retail Package, you MUST submit : CERTIFIED STATEMENT FROM PUBLIC ACCOUNTANT**

The failure of an applicant for renewal to provide the police department with a statement from a certified public accountant evidencing that a location derived less than the percentage established by ordinance of gross receipts from the sale of alcoholic beverages, shall result in the denial of a renewed license. *(ref. City of Atlanta Code of Ordinance 10-106 (e)).*

### **Nightclubs**

#### **If Nightclub, you MUST submit : CERTIFIED STATEMENT FOR PARKING VERIFICATION**

All licensees who are dependent upon some contractual agreement or special exception to meet the minimum parking requirements set forth by the Zoning Code must provide, on an annual basis, proof that they will continue to have a contractual or legal interest in those spaces throughout the upcoming year. *(ref. City of Atlanta Code of Ordinance 10-106 (b))*

### **Smoking Exemption On-Premise Consumption**

#### **If Restaurant, you MUST submit : SMOKING EXEMPTION AFFIDAVIT (NOTARIZED)**

**Will you be applying for a Certificate of Exemption from the City of Atlanta’s Prohibition of Smoking? (See City of Atlanta Code of Ordinances Sec. 86-32 – Prohibition of smoking, and Sec. 10-76. – Indoor Air Certificate of Exemption)**

**If yes, please provide a statement from a certified public accountant demonstrating you are eligible for the exemption per City of Atlanta Code Sec. 86-33(2) – Areas exempt from smoking prohibitions.**

# **REQUIRED FORMS**



**BE SURE TO HAVE THE FORMS  
NOTARIZED, IF APPLICABLE.**

Alcohol License Agent Consent Form

Georgia Bureau of Investigation Georgia Crime Information Center

Consent Form

I hereby authorize CITY OF ATLANTA  
to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

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Full Name of Licensee/Agent (print)

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Address

Sex

Race

Date of Birth

Social Security Number

By signing below I, \_\_\_\_\_ give consent to the above named to perform periodic criminal history background checks for the duration of my tenure as agent, independent contractor, or member of this establishment.

Account License Account Number \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Signature of Agent

Email Address

Date:

Phone:

FOR OFFICE USE ONLY:

Receiving Authorized Recipient \_\_\_\_\_

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License Year 2024



# E-VERIFY AFFIDAVIT

## Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

Submitted to the Atlanta Police License & Permits Unit

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

### Section 1.

Please check only one:

\_\_\_\_\_  
Alcohol License Account No.

- (A) On January 1<sup>st</sup> of the below signed year, the individual, firm, or corporation employed more than ten (10) employees.
- (B) On January 1<sup>st</sup> of the below signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

\*\*\* If the employer selected Section1(A), please fill out Section 2 below.

### Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. §36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Name of Private Employer

\_\_\_\_\_  
Federal Work Authorization User Identification Number (Also called E-Verify#, usually 4-6 digits)

\_\_\_\_\_  
Date of Authorization

-----  
I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 202\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

LICENSE YEAR 2024

# SAVE AFFIDAVIT

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT PURSUANT TO O. C. G. A . § 50-36l(E)(Z)  
SUBMITTED TO THE ATLANTA POLICE LICENSE & PERMITS UNIT

By executing this affidavit under oath as an applicant for an Alcohol Business License [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from the City of Atlanta, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) \_\_\_\_ I am a United States citizen.

Please see link for acceptable forms of identification <http://law.ga.gov/immigration-reports>

2) \_\_\_\_ I am a legal permanent resident of the United States \*\*

Please see link for acceptable forms of Identification: <http://law.ga.gov/immigration-reports>

3) \_\_\_\_ I am a qualified alien or non-Immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency\*\* Please see link for acceptable forms of identification. <http://law.Ra.gov/immigration-reports>

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-l(el(l), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed In \_\_\_\_\_(City), \_\_\_\_\_(State).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Alcohol License Acct No

SUBSCRIBED AND SWORN BEFORE ME ON

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC /SEAL

My Commission Expires: \_\_\_\_\_

LICENSE YEAR 2024

# SMOKING EXEMPTION AFFIDAVIT

Smoking Exemption Affidavit in accordance with City of Atlanta Code of Ordinances § 86-33(2)  
Submitted to the Atlanta Police License & Permits Unit

Pursuant to City Code Section 10-76, *Indoor Air Certificate of Exemption*, each applicant for an alcohol license at an establishment which is exempted from the prohibition on smoking, per the requirements in section 86-33, shall provide the information requested below.

## Section 1.

Please verify that both apply:

\_\_\_\_\_  
Alcohol License Account No.

- (A)  the establishment denies access to any person under the age of 18.
- (B)  the establishment does NOT employ any individual under the age of 18.

## Section 2.

The establishment is authorized to sell or serve alcohol for consumption on premises under Chapter 10, Article II, Division 2 of the City of Atlanta Code of Ordinances. Attach the following items:

- Provide your sales in even dollars and as a percent of the total, gross sales of tobacco products, including cigarettes, cigars, and pipe tobacco, in even dollars and as a percent of the total.
- Provide a statement from a certified public accountant evidencing that your location derived less than the percentage established by ordinance of gross receipts from the sale of alcoholic beverages.
- Provide a statement from a certified public accountant evidencing that your location derived the percentage established by ordinance or higher percentage of gross receipts from the sale of tobacco products, including cigarettes, cigars, and pipe tobacco.

\_\_\_\_\_  
Name of Establishment

\_\_\_\_\_  
Address of Establishment

\_\_\_\_\_  
Date of Authorization

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I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_, in \_\_\_\_\_(city), \_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 .

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

LICENSE YEAR \_\_\_\_\_