

**INSTRUCTIONS FOR MALT BEVERAGE/BEER AND WINE
LICENSE(S) APPLICANTS AND APPLICATIONS
FOR UPSON COUNTY, GEORGIA**

The following items are required to be completed before an application will be presented to the Upson County Board of Commissioners for their consideration of approval.

1. A completed Application.
2. A completed Business License Application.
3. An inspection of the Business location by the Upson County Building & Zoning Officials to determine the following:
 - (A) That the location is zoned properly.
 - (B) That the building meets all applicable building codes.
 - (C) That the required measurements are made from the business to any churches, public or private schools, licensed child care facilities/nurseries, public recreation areas/parks, and alcohol treatment centers, and if applicable inspect and approve the inside and outside lighting of business and premises.

The applicant will pay to the Building and Zoning Office a **\$50.00** non-refundable fee for these services. The **\$50.00** fee will cover the initial inspection plus one follow up inspection. Any other follow up inspections will be a **\$25.00** fee per visit. The Building and Zoning Administrator will be responsible for preparing and signing a letter stating that all the above items have been checked and approved.

4. A completed background check, criminal history check, and fingerprint check conducted by the Upson County Sheriff's Office.

The applicant will pay to the Upson County Sheriff's Office a fee of **\$15.00** for the background check and the criminal history check. A fee of **\$29.00** will be paid by the applicant for the processing of fingerprints. Fingerprints are taken at the Upson County Sheriff's Office and submitted to the GBI and the FBI for a search and responses from the GBI and FBI must be received prior to the Board of Commissioners consideration of the application for the Beer or Wine licenses. The Sheriff will be responsible for preparing and signing a letter stating that item #4 above has been completed and approved. All completed items listed in #4 above must be attached to the Sheriff's letter.

**APPLICATION FOR MALT BEVERAGE/BEER AND WINE LICENSE(S)
UPSON COUNTY, GEORGIA**

(Application must be legibly typed or printed, except for required signatures).

A. Type of License(s) applying for:

1. Malt Beverage / Beer-Package Sales _____
2. Malt Beverage / Beer-Pouring License _____
3. Wine / Package Sales _____
4. Wine / Pouring License _____

B. Applicant's Information:

(Note: If the license(s) are to be issued in the name of more than one person, then each person is considered an applicant and each person is required to complete a separate application).

1. Full Name:			
2. List any alias names used:			
3. Home address, Street # & Name:			
City, State, Zip Code:			
4. Mailing address if different from home address:			
5. Home Telephone #:			
6. Date of Birth:		7. Age:	
8. Social Security #:			
9. Are you a United States Citizen?			
10. Are you an Upson County Resident?			
If yes for how many years?			

11. Have you ever been convicted or entered a plea of guilty to any felony, aggravated misdemeanor, or a crime involving moral turpitude?
 Yes _____ No _____

12. Have you ever been convicted or entered a plea of guilty to a violation of any state or federal laws with reference to intoxicating liquor, wine, malt beverages or beer?
 Yes _____ No _____

13. If you answered yes to either or both of the above questions, list on a separate sheet of paper the offenses or charges, the dates of the charges and the courts which imposed sentence, and the sentence imposed against you.

C. Business/Building Information:

1. Name of Business:					
2. Address:					
3. Telephone #:					
4. Type of Business:		Package Store:		Grocery:	
Restaurant:		Convenience:		Club:	
5. Type of Business Ownership:			Individual:		
Partnership:			Corporation:		
6. Owner of Building:		Full Name:			
Address:					
City, State, Zip Code:					
7. List the full names, addresses, D.O.B.'s, SS#'s, and telephone numbers of any and all persons who have or will have any interest; monetary or otherwise, in the business to be operated under license(s) applied for. (Use extra sheet of paper if necessary).					
8. If the applicant is a corporation, list the full name, address, and phone number of the corporation and the full name of the C.E.O or President of the Corporation. The application shall be signed by the manager of the business and the license(s) will be issued jointly in the name of the applicant and the corporation.					
9. If the applicant or corporation holds any other Beer or Wine Licenses in Upson County, then the business names, addresses, and phone numbers must be listed below.					

D. List three (3) impartial character references:

(References shall not be relatives or family members of the applicant).

Give full names, addresses, and phone numbers of each reference.

1.
2.
3.

E. By my signature affixed hereto, I do solemnly swear or affirm that the facts, statements, answers to questions and all information that I have given in this application are true and correct, and that I have not misrepresented any facts or concealed any facts required by this application. I fully understand that discovery of fraudulent information provided by me in this application shall constitute grounds for revocation of such license(s) and/or denial of this application for such license(s). I further swear or affirm that I have received a copy of the Upson County Malt Beverage/Beer and Wine Ordinance and that I have read and fully understand the regulations with reference to the licensing and sale of Malt Beverages/Beer and Wine, and that I am cognizant of the discretion of the Board of Commissioners of Upson County, Georgia to revoke any license(s) granted for failure to comply with said regulations.

Applicant's Signature: _____

Date: _____

Sworn to and subscribed before me

This _____ day of _____, 20____.

NOTARY PUBLIC: _____

My Commission Expires: _____

**INSTRUCTIONS BEFORE BOARD OF COMMISSIONERS APPROVE
THE APPLICATION
BEER/WINE LICENSE**

When application is presented to be approved by the Upson County Board of Commissioners, then the following items are required to be completed.

- _____ 1. A Complete Business License.
- _____ 2. A copy of the deed of the building where the business is located, if the Applicant owns the building. If the applicant does not own the building then a copy of the rental agreement or lease must be presented.
- _____ 3. All fees for license(s) must be paid in full.

Any license(s) issued which requires food service, the applicant must present to the County Manager/County Clerk a copy of a Food Service License.

If application is denied by the Board of Commissioners, the County Manager/County Clerk will send a letter to the applicant explaining reason for denial and advise applicant of any and all appeal procedures.

APPLICANT FEES

Building & Zoning – Initial Inspection & 1 Follow up Inspection **\$50.00**
(*Any other inspections \$25.00*)

Sheriff Department - **\$15.00** Background Check
\$29.00 Fingerprints

Commissioners Office - **\$100** Application Fee per License
\$100 Refundable Sign Fee (if not stolen or damaged)
\$17.28 Ad Fee