



## NEW BEER/WINE LICENSE(S) APPLICATION REQUIREMENTS

**Before the application can be presented to the Upson County Board of Commissioners for approval, the following supporting documents must be received:**

1.  Copy of the Occupation Tax Certificate obtained from the Building & Zoning Department.
2.  Malt Beverage/Beer and Wine Zoning Conformance Inspection Form completed by Applicant AND Staff and Inspection Report marked "In Compliance w/ Code".
3.  Copy of the deed of the building where the business is located, if the applicant owns the building. Copy of the rental agreement or lease, if the applicant does not own the building.
4.  Copy of the Articles of Incorporation, if the applicant is a corporation. Copy of Partnership Agreement, if applicant is a partnership.
5.  For Beer/Wine Pouring License only: a statement of the seating capacity or occupancy capacity of the premises where the license will be used.
6.  Copy of the applicant's government issued photo I.D. or driver's license.
7.  Verification of Status Affidavit **and** E-Verify Affidavit.
8.  All fees for license(s) must be paid in person and in full. We accept cash, checks and money orders. Must provide exact amount due, no change will be given.
9.  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.
10.  Criminal history and background check.  
(Registration packet/instructions will be given AFTER application is submitted & fees are paid)
  - a. Non-Criminal History Consent Form
  - b. Applicant Privacy Rights – Notification Signature Form

\*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 the applicant of any and all appeal procedures.