

City of Savannah Procedures and Requirements for Alcohol License

1. All applications must be fully completed and returned with supporting documents. Please bring all documents to 132 E. Broughton St.
2. All applications for Alcohol License must be completed in full. Every item on the application should be read carefully and completed; ***incomplete applications will not be accepted.***
3. Applications **could take up to 45 days** before approval is granted. If building is new or being renovated, Certificate of Occupancy is required before an Alcohol license is issued.
4. All of the following documents must be submitted at the time of filing. **Note:** If the applicant is not a Chatham County resident, the ABL Responsible Applicant must reside within a 50-mile radius of the establishment; all applicants must provide the following documents:
 - Proof of United States Citizenship
(Certified U.S. Birth Certificate, Certificate of Naturalization, U.S. Passport, Marriage License for female)
 - Proof of Chatham County Residency (Lease or Deed to resident and a Utility statement)
 - Authorization Release Form
 - Food and Alcoholic Affidavit or Ancillary Package Store Affidavit
 - Savannah Police Department Notification Slip (***from Forensic Dept. only***)
 - Original Alcohol License
 - Proof of ownership, purchase agreement or sales contract
 - Copy of the Public Safety Plan (Operational Plans)
 - Proof of Dram Shop Insurance (\$1 million dollars)/Proof of General Liability Insurance (\$1 million dollars)
5. All applicants must be fingerprinted at the SCMPD Forensic Unit located on Police Memorial Dr. at the Police Annex building off Chatham Parkway ***between the hours of 1:30 and 4:30 Tuesday and Thursday only.***
6. Businesses dispensing Alcohol for consumption on premises must contact Chatham County Health Department @1395 Eisenhower Dr. 912-356-2160 prior to submittal of alcohol application.
7. Businesses dispensing Alcohol for consumption off premises must contact Dept. of Agriculture @404.586.1411 prior to submittal of alcohol application.

Notice: Applications will not be forwarded to the Clerk of Council to be scheduled for hearing before City Council until a fully completed application with all required supporting documents, affidavits, and all required fees are received in the Revenue Department. The alcohol license, when approved by City Council will be issued when the applicant provides evidence of the Certificate of Occupancy. They must also submit the necessary documents and tax payments to acquire a business tax certificate for any other business activity conducted in conjunction with their alcoholic beverage sales from that location.