Server Training Permit Application

Standard Operating Procedure (SOP)

Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide a step-by-step process for obtaining and regulating compliance with the City of Savannah's **Server Training Permit (STP) Program**. This applies to all on-premise and off-premise alcohol establishments employing individuals who serve, mix, dispense, or directly sell alcoholic beverages.

The **Server Training Permit (STP) Card** is valid for **five (5) years** from the date of issuance.

Policy Reference

Policy 6-1215(a):

- **Class A, C, and J Licensees** must ensure that all employees in the following positions complete City-approved **server training** within **seven (7) days of hire** and obtain a Server Training Permit card from the Revenue Department:
  - Managers
  - Servers
  - Bartenders
  - Doorpersons
  - Private security guards
  - Agents, subcontractors, or any employee responsible for serving, mixing, or dispensing alcoholic beverages for on-premise consumption
- **Class D and E Licensees** must require all employees engaged in the **direct sale of alcohol to customers** to complete alcohol awareness training as specified by the City Manager. These employees must also obtain a Server Training Permit card within **seven (7) days of hire**.

Training and Certification Requirements

1. Employees must complete the **City of Savannah Server Training** program.
2. A minimum score of **80%** on the exam is required to receive a certificate of completion.
3. Applicants **do not need to upload their certificate**—the Revenue Department will verify training completion directly.
4. Online **training** typically takes 1 hour to complete.

Alternative Training Options

- If an employee is **unable to access the online training**, they may attend a scheduled **in-person training and exam** session.
- To register for in-person training, contact: **stpermitting@savannahga.gov**

Step-by-Step Workflow Checklist

Step 1: Registration

- Employees are hired by a licensed establishment.
- Employer directs employee to complete the City of Savannah **Server Training Permit (STP) Application** within 7 days of hire.

Step 2: Training Access

- Employee completes the **online server training** (approx. 1 hour).
- If online access is unavailable, the employee registers for an **in-person training session** via the email provided.

Step 3: Exam Completion

- Employee takes the required exam.
- Must achieve a score of **80% or higher** to pass.

Step 4: Certification & Verification

- Upon passing, the employee receives a **certificate of completion**.
- Certificate does **not** need to be uploaded—Revenue staff will verify electronically.

Step 5: Permit Issuance

- The **Server Training Permit (STP) Card** is issued by the Revenue Department.
- Card is valid for **five (5) years** from the date of issuance.

Photo Requirement: You are required to upload a recent photo during the application process or have your picture taken at the office located at 305 Fahm Street (Coastal Georgia Center), Savannah, GA 31401.

If you are uploading a photo, please follow the photo specification.

The photo should capture all the vital parts of your face, from the top of your head to your chin.

The size (width x height) of Custom Size 1x1 Inch Photo is 25x25 (in mm) or 2.5x2.5 (in cm) or 0.98x0.98 (in inches) or 591x591 (in pixels at 600DPI)

The photo must have been taken within the past 12 months.

The photo should be taken against a plain background (white is preferred).