

Requirements for Alcohol License

NOTE: APPLICATION MUST BE LEGIBLE PRINTED IN BLACK INK, NO SCRATCH OUT ON APPLICATION

1. Applications will not be forwarded to the Clerk of Council to be scheduled for hearing before Mayor and Council until a completed application with all required supporting documents, affidavits, and required fee are received in the Revenue Department. The alcohol license, when approved by the Mayor and Council, will be issued when the applicant provides evidence of approval from Development Services. They must also submit the necessary documents and tax payments to acquire a business tax certificate for business activity conducted in conjunction with their alcoholic beverage sales from that location.
2. All applications must be fully completed and legible. **Incomplete applications will not be accepted.**
3. **NOTE:** Alcohol License are non-transferable. A change of ownership shall require new application and approval from Mayor and Council.
4. Applications **could take up to 45-days** before approval is granted. If building is new or under renovation, approval from Development Services is required before an Alcohol License can be issued. The City adopted a new zoning ordinance on September 1, 2020. Please contact **Planning and Urban Design (Planning@savannahga.gov)** to determine if the zoning district requires a special use permit which must be considered by the Planning Commission and City Council prior to the issuance of an alcohol license.
5. 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 State Citizenship
Certified U.S. Birth Certificate, Certificate of Naturalization, U.S. Passport, Picture ID (*Copy of Marriage License for female if name appears different*)
 - Proof of Chatham County Residency (Deed, lease, sublease, rental agreement or valid document showing applicant has legal access to the premises) **AND** Utility statement (Electric, Gas or Water invoice)
 - Authorization Release Form
 - Food and Alcoholic Affidavit **OR** Ancillary Package Store Affidavit
 - Savannah Police Department notification slip
 - Original Alcohol License if change of ownership/management
 - Proof of ownership: lease agreement, sublease or sale contract for business location
 - **Typed** copy of the Public Safety Plan
 - Dram Shop Insurance (\$1 million dollars) **OR** Proof of General Liability Insurance (\$1 million dollars). Proof of Certificate of Liability listing the City of Savannah as the Certificate Holder
 - **Printed** menu showing the food and drinks prices for on-premises consumption request
6. **All** applicants must be fingerprinted by Savannah Police Department Forensic Unit located at 78 Ross Rd. Contact 912-651-6700 option #5 for an appointment. If the ABL application lives outside the 50-miles radius, a fingerprint card is needed from the municipality of the applicant.
7. Businesses dispensing alcoholic beverage for consumption on-premises must contact Chatham County Health Department at 1395 Eisenhower Dr. or 912-356-2160 prior to submittal of alcohol license application.

8. Businesses dispensing alcohol for consumption off-premises must contact Department of Agriculture, at (404)586-1411 prior to submittal of alcohol license application.
9. **A Georgia Department of Revenue Alcohol License is required before alcohol can be sold.** Please contact their office for their requirements, fees and application at (807)423-6711 or (912)748-5199.

FEE SCHEDULE:

License Class	Applicant Classification	Distilled Spirits	Fee	Malt Beverage	Fee	Wine	Fee
A	Licensed Alcohol Caterer (with Class C or D)	1 (A1 is incompatible with Class E,F, and G uses)	\$200*	2 (A2 is incompatible with Class E,F and G uses)	\$100*	3 (A3 is incompatible with Class E,F and G uses)	\$50*
B	Manufacturer (Brewer=B2)	1	\$5000	2	\$5000**	3	\$5000**
C	Retail Dealer (on premises consumption)	1	\$3500	2	\$1500	3	\$600
D	Retail Package Dealer	1 (C1 and D1 are incompatible uses)	\$3500	2	\$1500	3	\$600
E	(Ancillary Retail Package Store = CS1) (Convenience Store = CS2)	X (ineligible use)	N/A	2(CS2-2 is incompatible with all other uses)	\$1500	3(CS2-3 is incompatible with all other uses)	\$600
F	Wholesaler	1	\$5000	2	\$2000	3	\$1500
G	Complimentary Service	X (ineligible use)	N/A	2	\$300	3	\$200
H	Samples	1 (incompatible with all but B1)	N/A	2	\$200***	3	\$100***
I	Underage License (<i>with Class C</i>)	***					
J	Event Venues	1 (J1 is incompatible with all other uses)	\$3500	2 (J2 is incompatible with all other uses)	\$1500	3 (J3 is incompatible with all other uses)	\$600

*This is in addition to the amount of the base license

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Additional Fee Amounts:

- Sunday - \$200 regardless of type(s) of alcoholic beverage
- Underage Permit (Retail Dealer with on premises consumption having more than 50% food sales providing live entertainment as defined in the Ordinance) - \$1000 regardless of type(s) of alcoholic beverage
- Home Brew Event - \$50 per event
- **Authorized Catered Function Permit - \$50 per event**
- Application Fee – Beer \$150
- Application Fee – Wine \$150
- Application Fee – Liquor \$300
- Advertising - \$20
- Sign Posting - \$10