



October 13<sup>th</sup>, 2023

Your 2023 beer/wine/alcohol license expires on December 31, 2023. Our renewal period will be from October 20<sup>th</sup>- December 1<sup>st</sup>. If there has been a change of ownership from the previous year, you will have a different application to complete.

Every business will have to apply with the State of Georgia Department of Revenue (through the Alcohol Licensing Portal) in order to receive a license for 2024.

**All applications not received on or before December 1<sup>st</sup>, 2023, will be charged a 10% penalty. Incomplete applications will not be accepted.**

Please keep in mind that before the City can renew your license application, you must have a current business license with the City, be current on any City of Flowery Branch taxes, have a current pouring license for each of your staff that is serving alcoholic beverages by the drink, and have a current state license to sell alcoholic beverages.

The City is asking that you complete the enclosed “RENEWAL APPLICATION FOR BEER/WINE/ALCOHOL LICENSE” form even if there have been no changes since you filed for your 2023 license. **A Background check consent form MUST be provided for each owner and manager of the business.** A new Registered Agent Form is also required to be completed and notarized even if it remains the same as last year. These forms are only good for the calendar year that they are signed.

**For restaurants that serve alcohol by the drink, please remember that 100% of your servers MUST be trained as “alcohol awareness servers” and proof of that training MUST be provided with your renewal application. The applicant is responsible for providing this information.**

Due to these regulations in the City of Flowery Branch Ordinance, the following items must be provided for your alcohol license to be renewed for 2024. **Please note that items 6 through 8 only apply to locations that serve beer/wine/alcohol by the drink:**

1. Renewal application for Beer/Wine/Alcohol License
2. Oath of Applicant
3. Affidavit Verifying Status for City Public Benefits Application
4. Background check consent form for **EACH** OWNER AND MANAGER and provide copy of the drivers license – MAKE COPIES AS NEEDED



5. Registered Agent form
6. Registered Agent Certification
7. \*List of all current servers at your location
8. \*Proof that 100% of current servers are “alcohol awareness servers” must attach copies of their certificates. We have certificates on file for any employee that has applied for a servers permit from 7/1/2022- current
9. \*Copies of all pouring permits issued by the City of Flowery Branch
10. Fee amounts due
11. Upload required documents/ receive approval from the State of Georgia

You must go online to the Alcohol Licensing Portal (ALP) and complete all required documents the State of Georgia requires. Once all documents have been completed, and we receive all the above requirements we will upload items that are required by the City of Flowery Branch to the ALP and wait for the State’s approval of the alcohol license.

For additional information regarding the state license, you can visit their website: <https://dor.georgia.gov/alcohol-tobacco> or you can reach them by phone at 877-423-6711.

After completing the application, print the document, sign where indicated, notarize and submit via postal mail, scan/email, fax or in-person during Flowery Branch Police Department business hours along with payment by cash, check made out to City of Flowery Branch, or credit card (surcharge will apply).

**Alcohol Licenses will not be issued until a complete application has been received, all fees have been collected and the State of Georgia has approved the license.** If you have any questions or need further information, please do not hesitate to contact me.

Respectfully,

Kelsey Cash  
Court/Police Administrator  
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