



Life works well here.

Joey Davenport
Chief Building Inspector

Carol Lee
License Administrator

Christi Dockery
County Manager

102 Starksville Avenue N.
Leesburg, GA 31763

(229) 759-6000
(229) 759-2346 Fax

www.lee.ga.us

buildinginspections
@lee.ga.us

*One of the first original
counties of Georgia.*

Established June 9, 1825

BOARD OF COUNTY COMMISSIONERS

T. Page Tharp Governmental Building
102 Starksville Avenue North, Leesburg, GA 31763

LEE COUNTY BUILDING INSPECTION

Building Inspection • Building Permits • Business License • Alcohol License

NOVEMBER 1, 2024

ALCOHOL LICENSE RENEWAL 2025

TO: ALL BUSINESS LICENSE HOLDERS WITH **ON PREMISES** CONSUMPTION LICENSE

ALL ALCOHOLIC BEVERAGE LICENSE HOLDERS SHALL BE REQUIRED TO APPLY FOR A RENEWAL OF THEIR LICENSE ANNUALLY ON FORMS PRESCRIBED BY THE COUNTY BUILDING OFFICIAL. ALL HOLDERS MUST COMPLY WITH ALL PROVISIONS OF THIS ARTICLE, WITH THE EXCEPTION THAT PUBLICATION OF NOTICE FOR A PUBLIC HEARING SHALL NOT BE REQUIRED FOR RENEWAL OF A LICENSE UNLESS THERE HAS BEEN A CHANGE OF OWNERSHIP OF THE BUSINESS OR OTHER INTERESTS THEREIN.

UPON APPLICATION FOR RENEWAL AND COMPLETION OF THE BUILDING OFFICIALS INVESTIGATION, THE BUILDING OFFICIAL SHALL MAKE A RECOMMENDATION TO THE COUNTY COMMISSIONER'S AT THEIR NEXT REGULARLY SCHEDULED MEETING, AND THE BOARD SHALL BE AUTHORIZED TO ACT AT THIS TIME, EITHER GRANTING OR DENYING THE RENEWAL APPLICATION. NOTHING SHALL PROHIBIT THE COUNTY COMMISSION FROM VOTING TO GRANT OR DENY MORE THAN ONE RENEWAL APPLICATION AT A TIME.

NO APPLICATION FOR RENEWAL MAY BE APPROVED UNTIL ALL INFORMATION REQUIRED HAS BEEN SUBMITTED BY THE LICENSEE, AND SUCH MUST BE ON FILE WITH THE LICENSE ADMINISTRATOR BY **DECEMBER 1, 2024.**

COMMISSION APPROVAL OR DENIAL WILL BE MADE AT THE COUNTY COMMISSIONER'S MEETING SCHEDULED ON **DECEMBER 10, 2024** AT 6:00 P.M. IN THE OPAL CANNON AUDITORIUM 102 STARKSVILLE AVE. N. LEESBURG, GA.

AT THE TIME OF APPLICATION FOR A RENEWAL OF LICENSE FOR ANY CONSUMPTION ON THE LICENSED PREMISES, **THE APPLICANT SHALL ALSO FILE WITH THE RENEWAL APPLICATION A NOTARIZED STATEMENT OF AFFIDAVIT SETTING FORTH THE TOTAL PERCENTAGE OF SALES FROM FOOD PREPARED ON THE PREMISES, NON-ALCOHOLIC BEVERAGES CONSUMED ON THE PREMISES, AND ALCOHOLIC BEVERAGES CONSUMED ON THE PREMISES FOR THE PREVIOUS TWELVE (12) MONTHS.**

ON AN ANNUAL BASIS, HAVE AT LEASE 60 PERCENT OF ITS TOTAL SALES COMPRISED OF THE SALE OF FOOD PREPARED ON THE PREMISES AND NON-ALCOHOLIC BEVERAGES CONSUMED ON THE PREMISES; AND FOR THIS PURPOSE IF A RESTAURANT MAKES A MINIMUM CHARGE, COVER CHARGE, OR



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ADMISSION CHARGE, OR ANY OTHER NON FOOD OR NON-ALCOHOLIC BEVERAGE CHARGE, THE AMOUNT SO CHARGED SHALL NOT BE COUNTED IN COMPUTING TOTAL SALES AND SHALL NOT BE COUNTED AS A FOOD OR BEVERAGE SALE.

HAVE A PERMANENT SEATING CAPACITY AT TABLES, NOT COUNTING BAR STOOLS, OF AT LEAST 50 PERSONS.

SHOULD THE TOTAL SALES FROM FOOD AND NON-ALCOHOLIC BEVERAGES REPORTED BY ANY LICENSEE FOR CONSUMPTION ON THE PREMISES NOT COMPLY WITH THE REQUIREMENTS FOR ANY TWELVE MONTH PERIOD, THE LICENSE MAY BE SUSPENDED, REVOKED, OR IF AN APPLICATION FOR RENEWAL IS PENDING, RENEWAL MAY BE DENIED.

IN ADDITION TO REPORTING REQUIREMENTS SET, THE COUNTY BUILDING OFFICAL MAY REQUIRE THAT A LICENSEE FURNISH A STATEMENT FROM A CERTIFIED PUBLIC ACCOUNTANT OR A REGISTERED PUBLIC ACCOUNTANT THAT REPORTS THE PERCENTAGE OF THE LICENSEE'S TOTAL SALES DERIVED FROM THE SALE OF FOOD AND NON-ALCOHOLIC BEVERAGES SOLD ON THE PREMISES COMPARED TO THE SALE OF ALL ALCOHOLIC BEVERAGES SOLD ON THE PREMISES IN THE LICENSEE'S MOST RECENT REPORTING PERIOD.

IF YOU NEED ANY ADDITIONAL INFORMATION REGARDING THE RENEWAL PROCESS, PLEASE CONTACT CAROL LEE IN THE INSPECTION OFFICE. IN ADDITION THE RENEWAL APPLICATION IS AVAILABLE ON LINE AT www.lee.ga.us

THANK YOU,

CAROL LEE
LICENSE ADMINISTRATOR

LICENSE FEE \$ _____

ATTACHED: RENEWAL APPLICATION



Lee County, Georgia ALCOHOL BEVERAGE LICENSE Application Overview

I. PURPOSE

The purpose of this packet is to assist the applicant in complying with the requirements for issuance of alcoholic beverage licenses. Please review the alcoholic beverage ordinance in its entirety to familiarize yourself with all the qualifications and requirements contained therein. A copy of the ordinance can be obtained at no charge from the county's website at www.lee.ga.us or from the Building Inspection Department for a nominal fee.

A fully completed application includes the application form and the following attachments:

- **Employment history for last 5 years of each person in the application**
- **Proof of general liability**
- **Workers' compensation insurance**
- **Photograph of each person named in the application**
- **A bank money order, certified check, cash or personal check for the application fee in full**

Reminders:

- **Application must first be uploaded to the State Portal at <https://gtc.dor.ga.gov> as well as a copy turned into the office**
- **Applicant must come to Licensing Office and sign Consent Agreement before going to Sheriff's Office for background check**
- **Background check of each person named in the application are required**
- **New applicants must be finger printed**
- **For those new business's applying for a liquor license an ad must be published in the Lee County Ledger two weeks prior to the Commissioner's Meeting**

Failure to fully complete the application for a license or failure to furnish accurately all the data, information and records required by the application form, or failure to accompany the application with the payment of the prescribed fee shall be deemed just cause for denying the application with prejudice.

License fees shall be payable in advance for an entire year beginning January 1 and ending December 31 of the same year. If an initial license fee is paid after January 1, the license fees shall be prorated on a monthly basis for each month or portion of a month left between the date of payment and December 31. The suspension or revocation of any license granted pursuant to this article shall not entitle the licensee to a return of any portion of the license fee.

II. APPLICATION PROCESS

- Applicant receives and **completes the application form** and **obtains all required information**
- Applicant submits the application form, attachments, and payment to:
Lee County Building Inspection Department
102 Starksville Ave North
Leesburg, GA 31763
T: (229) 759-3326
Monday – Friday 8:00 a.m. – 5:00 p.m.
- The Board of Commissioners either grants or denies the application



Lee County, Georgia
ALCOHOL BEVERAGE LICENSE
Application Form - 2024

Instructions: Please answer all the questions completely. Return the signed and dated form, all attachments and payment for license fees to:

Lee County Building Inspection Department
102 Starksville Ave North
Leesburg, GA 31763
T: (229) 759-3326
Monday – Friday, 8:00 a.m. – 5:00 p.m.

1) Type of Application (Sec. 6-30 – 6-33) (check one):

- New
- Annual Renewal
- Transfer (in the case of death of an owner of a license or of a financial interest therein)
- Temporary (when the denial of a temporary license would create an undue hardship)
- Change in Business Ownership (a licensee has withdrawn from, sold or otherwise transferred the licensee's interest in the licensed business)

2) Name of Business Making the Application _____

3) Street Address of Sales Location _____

Map & Parcel Number _____

4) City _____

5) State _____

6) Zip Code _____

(_____) _____

7) Telephone Number _____

8) Name of Person Making the Application _____

9) Social Security Number _____

10) Date of Birth _____

11) Home Address _____

12) City _____

13) State _____

14) Zip Code _____

(_____) _____

15) Telephone Number _____

16) How Long at this Address _____

17) The Entity Making this Application is a(n):

Individual _____
Name of Individual

Partnership _____
Name of Partnership/Company Name of Partner

Name of Partner Making Application Name of Partner
(Same as #8)

Name of Partner Name of Partner

Corporation – Is the corporation’s principal activity other than the sale of alcoholic beverages?

If yes, _____
Name of Corporation

Name of Principal Officer or Employee (same as #8)

If no, _____
Name of Corporation Name of Officer

Name of Majority Stockholder or Name of Officer
Principal Officer (same as #8)

Name of Officer Name of Officer

18) Is the licensee at least 21 years of age, of good moral character, and a citizen of the United States?

- Yes
- No

19) Has the licensee been denied or had revoked, within 12 months next preceding this application, any license to sell alcoholic beverages issued by any government entity?

- Yes
- No

20) Is the licensee the owner of the premises to be licensed or the holder of a lease thereon for substantially the same period to be covered by the license?

- Yes
- No

21) **Application Fees (check all that apply):** Each application for a license shall be accompanied by a nonrefundable application fee in the amount:

- | | | |
|--------------------------|--|----------|
| <input type="checkbox"/> | Sale off-premises of package malt beverages and wine license | \$75.00 |
| <input type="checkbox"/> | Consumption on-premises pouring license for distilled spirits, beer and wine | \$150.00 |
| <input type="checkbox"/> | Package stores for the sale of distilled spirits | \$200.00 |

TOTAL DUE: \$ _____

All application fees shall be paid at the time the application is filed and shall not be refunded. All license fees shall be paid upon approval of the license application and no license shall be issued until the payment of all applicable license fees.

22) **License Fees (check all that apply):**

Retail off-premises licenses:

- | | | |
|--------------------------|---|------------|
| <input type="checkbox"/> | Retail sales for off-premises consumption of malt beverages | \$375.00 |
| <input type="checkbox"/> | Retail sales of off-premises consumption of wine | \$375.00 |
| <input type="checkbox"/> | Retail sales for off premises consumption of distilled spirits by licensed package stores | \$5,000.00 |

Retail consumption on-premises licenses:

- | | | |
|--------------------------|--|------------|
| <input type="checkbox"/> | Pouring license for malt beverage only on the premises | \$375.00 |
| <input type="checkbox"/> | Pouring license for wine only on the premises | \$375.00 |
| <input type="checkbox"/> | Pouring license for consumption of distilled spirits only on the premises | \$2,250.00 |
| <input type="checkbox"/> | Pouring license for retail sale of distilled spirits, wine and malt beverages by the drink | \$3,000.00 |

Caterer licenses:

- | | | |
|--------------------------|------------------------------------|----------|
| <input type="checkbox"/> | Serving license for catered events | \$500.00 |
|--------------------------|------------------------------------|----------|

TOTAL DUE: \$ _____

I, _____ hereby attest that all statements made herein are true and accurate to the best of my knowledge and that I have read and understand Lee County Alcohol Beverage Ordinance.

Signature of Applicant

Date

Lee County, Georgia
ALCOHOL BEVERAGE LICENSE

Attachment Checklist

Please provide the following documentation to complete the application for an alcoholic beverage license. Failure to fully complete an application for a license or failure to furnish accurately all data, information and records required by the application form, or failure to accompany the application with the payment of the prescribed fee shall be deemed just cause for denying the application with prejudice.

☐ Employment History of Each Person Named in the Application (#17) (Sec. 6-29):

Please submit employment history for the previous 5 years of the applicant, its chief operating officers or partners, including names and addresses of previous employers, places of doing business, and experience in the field for which the applicant seeks an alcoholic beverage license.

☐ Proof of General Liability and Worker's Compensation Insurance (Sec. 6-29):

Please attach proof of liability insurance in the amount of \$100,000.00 and worker's compensation insurance where applicable, effective for at least one year from the date of application.

☐ Consent Agreement for Criminal History Record of Each Person Named in the application (#17) (Sec. 6-29):

Written consent for the county to receive the criminal history of the applicant, the officers and partners in the case of firms, corporations, or partnerships. (See Attachment)

☐ Photograph of Each Person Named in Application (#17) (Sec. 6-29):

Attach a photograph of the applicant or chief operating officers or partners of the entity making the application.

☐ Bank Money Order, Certified Check, Cash or Personal Check of the Application Fee in Full (Sec. 6-29):

☐ All applicants must have a background check. (#17) (Sec. 6-29): The cost for this service is \$43.25, checks are to be made payable to Lee County Inspections Office.

New Applicants will need to be finger printed.

The applicant and each person named in the application shall furnish a complete set of fingerprints to be forwarded to the state bureau of investigations which shall search the files and forward the fingerprints to the Federal Bureau of Investigation to determine past criminal activity.

The Lee County Business License Office will not accept incomplete applications. All requirements must be met at time of submittal.