



Carroll County Department of Community Development

423 College Street
P.O. Box 338

Carrollton, GA 30117
(770) 830-5861

Alcoholic Beverage License Submittal Requirements and Checklist

INSTRUCTIONS: A pre-application conference must be scheduled prior to submittal of an application. Every question must be answered fully and correctly. If space provided is not sufficient, answer the question on a separate sheet and indicate in the space that a separate sheet is attached.

When completed, it must be dated, signed and verified under oath by the applicant and filed in person by the applicant with the Carroll County Department of Community Development, 423 College Street, Carrollton, GA 30117. All supporting documentation and a certified or cashier's check for the required non-refundable application fee must be included.

A license issued to an individual shall be issued in the name of the individual. A license issued to a partnership shall be issued in the name of the partnership and in the name of one of the partners who shall be the named licensee. A license issued to a corporation having as its principal business the same of alcoholic beverages shall be issued in the name of the corporation and the name of the majority stockholder or a principal officer of the corporation primarily responsible for the operation of the licensed premises; and, such officer or employee shall be the name licensee.

No Post Office boxes shall be listed in lieu of a physical licensed location.

Due to the time needed for review by various departments, allow a minimum of two (2) weeks for processing and determination of approval. Please note the processing time may and can be extended so that all necessary reviews can be completed (including outside agencies). No license shall be issued until all approvals have been granted.

This license, if granted, is a privilege. If it is determined that any information submitted is falsified or omitted in any aspect, the license is subject to immediate suspension and ultimate revocation, if seen fit by the Department of Community Development and Board of Commissioners, respectively. There shall be no refunding of any application or permit fees should this occur.

Additional Requirements

- Cashier's or certified check for the non-refundable application fee.
- A valid Carroll County Occupational Tax License.
- A copy of the deed to the premises to be licensed, if owned by the applicant.
- A copy of the lease agreement covering the premises to be licensed, if leased by the applicant.
- In the case of a partnership, a copy of the partnership agreement.
- In the case of a corporation, a copy of the articles of incorporation.
- In the case of a business entity other than a corporation or a partnership, a copy of the articles of organization and the operating agreement or equivalent.



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- A current stamped certificate from a registered surveyor which shows a scale drawing of the premises and the location at which the applicant desires to operate an alcoholic beverage outlet, and which shows in linear foot measurements, where appropriate, such location's compliance or noncompliance with the provisions of the Alcoholic Beverage Ordinance.
- A seating chart showing the number of tables and permanent seating at each (bar stools are not considered to be permanent seating).
- If applicable, approval from the Department of Community Development for any new construction, renovations, remodeling, etc., at the premises to be licensed.
- If applicable, an approved site plan from the Department of Community Development for the location of the premises to be licensed.
- If applicable, a Carroll County Health Department Food Service Permit or Department of Agriculture Permit and any other applicable local, state, or federal permits, etc., required for a food service establishment.
- Please note that establishments serving alcohol and seating 100+ persons are required to contact the State Fire Marshall for inspection and approval of the premises. The State Fire Marshall can be contacted at (404) 656-2056.
- The named licensee, and all other persons otherwise required, should register and submit themselves for fingerprinting and background check(s) at a certified GAPS location, as provided for in the Alcoholic Beverage Ordinance.
- Staff will verify with the Georgia Department of Revenue regarding the applicant's (s') ability to obtain an Alcoholic Beverage License.
- Applicant(s) shall provide a copy of a valid driver's license, or other valid and acceptable state or federally-issued photo identification.
- If born anywhere other than the United States, please provide proof of Naturalization. Note: Green card residents are ineligible to apply as the named licensee for an Alcoholic Beverage License.