

Fees (fees are subject to change)

Application fee \$150.00

Beer Sales \$700.00 (retail & consumption on the premises)

Wine Sales \$500.00 (retail & consumption on the premises)

Liquor Sales \$3,500.00 (retail & consumption on the premises for restaurants and/or hotels, motels)

Liquor Sales \$2,500.00 (consumption on the premises for private clubs)

Liquor Sales \$4,500.00 (consumption on the premises for nightclubs)

Cash Bond \$2,000.00 (liquor sales and/or COP) – this should be remitted separately

Sunday Sales Permit \$250.00 (retail consumption on the premises, restaurants only)

Ownership Transfer Fee \$500.00

Local Agent Transfer Fee \$50.00

Occupational Taxation/Business License (based on number of employees), please contact me for amount due

City of Dublin

ALCOHOLIC BEVERAGE APPLICATION INSTRUCTIONS

1. Application fee in the amount of \$150.00
2. Provide a copy of completed State application and personnel statements for retail or consumption on premises license. The state application is completed on-line through the Department of Revenue @ www.gtc.dor.ga.gov -- you must sign up and complete state procedures. However, the City of Dublin requires a paper copy of application to be on file.
3. Post a beverage cash bond, using the form provided by the city in the amount of \$2000.00. Must be remitted by cash and/or cashier's check (company check accepted) made payable to City of Dublin. This is for retail package to go or consumption on the premises spirituous liquor sales.
Please note This remittance must be a separate check from remaining alcohol fees.
4. A current passport photo of the applicant/local agent.
5. Fingerprints of local agent, owner(s) and/or officers. (Privacy Rights Notification Signature Form must be submitted before instructions given to obtain live scan prints). Please sign up & register at schedule.fieldprint.com – please follow instructions on website. Once registered, you will need to contact me to approve your request and then you will be able to schedule appointment. When fingerprinted, please contact me afterwards so I can pull history for faster processing.
6. Clearance letters from the City of Dublin, GA showing no criminal charges pending and/or no convictions in the past 2 years of local agent, owner(s) and/or officers.
7. An affidavit from the City Engineer stating that the establishment complies with the distance requirements. (\$150.00 fee). **Please note** Will need a legal description of property and a copy of plat.
8. **For consumption on premises.** All new locations or if location has not been utilized for over a year are required to have proof of zoning compliance issued by the City of Dublin's Planning & Zoning Board. Meeting is the 2nd Tuesday of each month and requires a fifteen (15) day advertisement prior to meeting. (\$300.00 fee). **Please note** Will need, if leasing, copy of lease.
10. A legal advertisement to be run in the Courier Herald once a week for two consecutive weeks and furnish an affidavit that said ad did run. Must correspond with City Marshal on the date's advertisement should run. Should not run advertisement until distance requirements are confirmed in compliance.
Courier Herald's phone nbr. (478) 272-5522
11. Return application to the City Marshal for processing. Approval must be obtained from the Building Inspection Director, Fire Chief, and Police Chief before certificate/license issued. Should you have any questions, please contact Tammy Hayes, City Marshal at (478) 277-5016. – **Payment is due upon initiation of application. Applicant will be notified of approval or disapproval of application.**