

## COMMERCIAL LOCATION W/ALCOHOL APPLICATION PROCEDURES:

There are several classes of Alcohol Beverage Licenses based on how alcohol beverages are sold. A City of Hinesville Alcohol License is only valid with a state license. Businesses operating without proper licenses will be penalized.

Applications require photo ID and proof of citizenship, must be submitted to the Business License Department for review.

### STEP 1: COMPLETE APPLICATION

- Complete, sign, and notarize application
- Attach required documentation
- Sunday Sales require affidavit if eligible
- If business is a corporation, please provide list of corporate officer and Georgia Secretary of State incorporation documentation
- If applicant is a corporation, please provide local agent/manager picture ID
- Background check is required, publicly held corporation officers are exempt

### STEP 2: PAYMENT

- Submit completed application packet for review
- Pay the processing and inspection fee in accordance with the City's fee schedule

### STEP 3: REVIEW

- Liberty Consolidated Planning Commission (LCPC) for zoning approval
- Inspections Department for site safety inspection

### STEP 4: APPROVAL

- Upon satisfactory completion, application will be presented to Mayor & Council during a regularly scheduled council meeting, applicants will be contacted to arrange certificate pick up
- Pay remaining fees