



4040 S. Berkeley Lake Rd.  
 Berkeley Lake, Georgia 30096  
 (770) 368 9484

**Renewal Alcohol Beverage License Application Checklist**

	<input type="checkbox"/> Submit completed application form to City Hall along with the payment of the renewal annual license fee. For renewal applications, if there are no changes in the license information, please complete and return pages 1 and 2 only. If there are changes in premises, residency, registered agent, manager, partners or ownership interests greater than 20 percent, the remaining pages must be completed as applicable.																				
	<input type="checkbox"/> Annual license fees are: <table data-bbox="240 583 982 903" style="margin-left: 40px;"> <tr> <td>Retail package sales, malt beverages <b>or</b> wine <b>only</b></td> <td style="text-align: right;">\$ 500.00</td> </tr> <tr> <td>Retail package sales, malt beverages <b>and</b> wine</td> <td style="text-align: right;">\$ 1,000.00</td> </tr> <tr> <td>Retail package sales of <b>all</b> alcoholic beverages</td> <td style="text-align: right;">\$ 6,000.00</td> </tr> <tr> <td>On premises consumption, malt beverages <b>or</b> wine only</td> <td style="text-align: right;">\$ 500.00</td> </tr> <tr> <td>On-premises consumption, malt beverages <b>and</b> wine</td> <td style="text-align: right;">\$ 1,000.00</td> </tr> <tr> <td>On-premises consumption, <b>all</b> alcoholic beverages</td> <td style="text-align: right;">\$ 3,500.00</td> </tr> <tr> <td>Resident caterer – malt beverages and/or wine only</td> <td style="text-align: right;">\$ 100.00</td> </tr> <tr> <td>Resident caterer – <b>all</b> alcoholic beverages</td> <td style="text-align: right;">\$ 350.00</td> </tr> <tr> <td>Incidental sales – malt beverages</td> <td style="text-align: right;">\$ 250.00</td> </tr> <tr> <td>Incidental sales – wine</td> <td style="text-align: right;">\$ 250.00</td> </tr> </table> <p>Payment may be made by cash, credit/debit card or check payable to the City of Berkeley Lake. A convenience fee of 4% will be charged by the credit card merchant processor for payments made by credit/debit card.</p> <p><b>If the renewal application and payment are received after November 30<sup>th</sup> but before December 15<sup>th</sup>, you will be assessed a 10 percent late penalty. If the renewal application and payment is not received by December 15<sup>th</sup>, then the applicant must submit a full new application including application fee and fingerprinting. Any required new application received after January 1st will also be assessed a 10 percent penalty and sales must cease after 11:59 PM on December 31<sup>st</sup>. If you have any questions, please do not hesitate to contact the city at 770.368.9484.</b></p>	Retail package sales, malt beverages <b>or</b> wine <b>only</b>	\$ 500.00	Retail package sales, malt beverages <b>and</b> wine	\$ 1,000.00	Retail package sales of <b>all</b> alcoholic beverages	\$ 6,000.00	On premises consumption, malt beverages <b>or</b> wine only	\$ 500.00	On-premises consumption, malt beverages <b>and</b> wine	\$ 1,000.00	On-premises consumption, <b>all</b> alcoholic beverages	\$ 3,500.00	Resident caterer – malt beverages and/or wine only	\$ 100.00	Resident caterer – <b>all</b> alcoholic beverages	\$ 350.00	Incidental sales – malt beverages	\$ 250.00	Incidental sales – wine	\$ 250.00
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	<input type="checkbox"/> Once the city receives and approves a complete application, all required supplemental information as outlined above, the required application fee and the alcohol beverage license fee are paid, an alcohol beverage license will be issued. It will be mailed to the business address provided on the application or may be picked up. Alcohol Beverage Licenses expire on 12/31 of the year in which they are issued. However, <b>the renewal is due and payable by November 30<sup>th</sup> of each year.</b>																				