

**ALCOHOLIC BEVERAGE LICENSE APPLICATION  
PROCESS FOR NEW APPLICATIONS**

**Step 1:** Applicant Must Register and Submit Application Through The Georgia Department Of Revenue's Centralized Online System At <https://gtc.dor.ga.gov>

**Step 2:** For Processing Purposes, Applications Received After the Three-Week Time Frame Will Be Place On The Next Month Agenda of the Public Safety Commission Meeting; Subject To Meeting All Other Requirements. Under Normal Circumstances The Process Of Approval Takes Around One Month (30 days) Depending On Meeting Dates And Holidays.

**Step 3:** Upon Filing of The Application, The Applicant Will Submit a Payment For The Processing fee of \$200.00 to The City Clerk's Office. WE NOW ACCEPT VISA, MASTERCARD & AMERICAN EXPRESS. We Also Accept Cash, Check or Money Orders.

**Step 4:** Applicant Must Also Attach to The Form a Sworn Affidavit And Survey From a Registered Surveyor That The Proposed Business Location Named in The Application Conforms to the Distance Requirements From Churches, Schools, Etc. This Survey Must Be a Current Survey Completed Within Thirty (30) Days Prior to Making Application. Applicant Then Returns The Notarized Application Form And Attached Affidavit And Survey to City Hall, City Clerk's Office, Located at 300 West Waugh Street.

**Step 5:** Applicant Must Provide a "Certificate of Residency" (If Applying For Package Distilled Spirits) Which Can Be Obtain from the Whitfield County Probate Court Judge located at 205 North Selvidge Street, Dalton (Georgia) or A Copy of Georgia Driver's License for all Other Licenses Types.

**Step 6:** Applicant Must Provide a copy of "Articles of Incorporation", "Articles of Organization" and or "Certificate of Existence" from the Secretary of State's Office IF Incorporated or IF Business is a Limited Liability Corporation. If Partnership, Provide a Copy of Partnership Agreement.

**Step 7:** Applicant Must Provide a copy of "Lease Agreement" if applicable OR a Copy of Security/Warranty Deed Showing Ownership.

**Step 8:** Applicant Must Provide a copy of Paid Property Tax i.e. Real and or Personal Property for the Location to be Licensed for Alcoholic Beverage. This Receipt Can Be Obtained From The Whitfield County Tax Commissioners Office.

**Step 9:** The City Clerk's Office Will Then Conduct an Investigation of The Owner, Applicant And Manager as Called For in The City Code. The Clerk's Office Will Notify The City Building Inspector And City Fire Marshall to Inspect The Location And Premises For Compliance With Applicable Codes. It Is Highly Recommended That You Contact Them At 706-275-7401 And 706-278-7363 Respectively To Check Status Of Your Inspection.

**Step 10:** The City Clerk's Office Will Place The Application on The Agenda of The Mayor & Council Meeting. The Owner, Applicant And or Manager Will Be Requested to Appear at The Meeting, And The City Clerk's Office Will Notify Them as to The Date, Time And Location of Said Meeting.

**Step 11:** The Public Safety Commission Will Review The Application And May Interview The Owner, Applicant, And or Manager. The Public Safety Commission Will Then Recommend Approval or Denial of The License Application to The Mayor And Council. The Entire Application Package Is Then Forwarded Back to The Office of The City Clerk.

**Step 12:** The Mayor and Council Will Review the Application at Their Regular Meeting and May, at Their Discretion, Interview the Owner, Applicant, And or Manager. They Will Then Either Approve or Deny the Application.

**Step 13:** Upon Approval of the Application by the Mayor and Council, the Applicant, as Early as the next Business Day, May Pay the License Fee to the City Clerk's Office at 300 West Waugh Street and Be Issued a License. No License Shall Be Issued Until a Clearance Letter Has Been Provided by Both Building Inspector and Fire Marshall to the City Clerk's Office. Applicant Must Obtain a valid State of Georgia Alcohol License before any beverages can be sold. Forms may be obtained at <https://dor.georgia.gov/alcohol-licensing> Please note the burden of responsibility to obtain a State Liquor License is upon the applicant.

**Step 14:** Upon Approval of the Application by the Mayor and Council the License Holder of Any Pouring Liquor License by upon the Twentieth of Each Month Pay an Excise Tax in the Amount of (3%) of Gross Receipts of All Mixed Drinks Served for Consumption on the Premises.

**Step 15:** Upon Approval of the Application by the Mayor and Council the License Holder of Any Alcoholic Beverage License must Purchase an Occupational Tax Certificate for The Business Located on the Approved Premises.

**NOTICE TO POURING DISTILLED SPIRITS ESTABLISHMENTS:** Only Properly Licensed **Restaurants** And The **Preferred Caterer And Concessionaire** May Serve Alcoholic Beverages For Consumption On The Premises Monday Through Saturday From 8:00 Am To 2:00 Am The Following Day. Every Other Classified Pouring Distilled Spirits Establishment May Serve Monday Through Saturday From 8:00 Am To 1:00 Am Of The Following Day.

Properly Licensed Restaurants, Establishments That Derive At Least 50 Percent Of Their Total Annual Gross Income From The Rental Of Rooms For Overnight Lodging, Micro -Breweries And Micro-Distilleries May Sell Alcoholic Beverages For Consumption On The Premises On Sunday From 11:00 Am To 12:00 Midnight. Every Other Classified Pouring Distilled Spirit Establishment Can Not Serve On Sundays.

THE CITY CODE IS SUBJECT TO CHANGE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT THE CITY CLERK'S OFFICE FOR ANY MODIFICATIONS TO THE CODE SECTIONS CITED HEREIN.

1. Each person manufacturing or selling **distilled spirits** in the city shall pay an annual license as follows:
  - Manufacturer...\$5,000.00 (50,000 gallons or more annually)
  - Micro-distillery... \$750.00
  - Wholesaler...\$100.00
  - Retailer, package only...\$5,000.00
  - Pouring...\$2,000.00
  - Private club, pouring only... \$2,000.00
  - Temporary permit...\$100.00
  - Local caterer or concessionaire...\$2,000.00
  - Preferred caterer and concessionaire...\$4,000.00
  
2. Each person Manufacturing or selling **malt beverages** in the city shall pay an annual license fee as follows:
  - Manufacturer...\$5,000.00 (5,000 barrels or more annually)
  - Micro-brewery... \$750.00
  - Wholesaler...\$100.00
  - Retailer, package only...\$750.00
  - Pouring...\$750.00
  - Temporary permit...\$50.00
  - Local caterer or concessionaire...\$375.00
  - Brew pub...\$5,000.00
  - Preferred caterer and concessionaire...\$750.00
  
3. Each person manufacturing or selling **wine** in the city shall pay an annual license fee as follows:
  - Wholesaler...\$100.00
  - Retailer, package only...\$750.00
  - Pouring...\$750.00
  - Temporary permit...\$50.00
  - Local caterer or concessionaire...\$375.00
  - Preferred caterer and concessionaire...\$750.00
  
4. The license fee for **in-room service** shall be \$500.00
  
5. Alcohol Delivery within City Limits only
  - Retail Delivery...\$500.00 (Establishments with Pouring Wine, Beer, Liquor)
  - Package Delivery...\$500.00 (Establishments with Package Wine, Beer, Liquor)

**ALCOHOLIC BEVERAGE LICENSE APPLICATION  
PROCESS FOR CHANGING EXISTING LICENSES**

**DISTANCE REQUIREMENTS** Sec. 6-103. Distance Requirements

(a) For an alcoholic beverage license to be issued to other than a preferred caterer and concessionaire, local caterer or concessionaire or temporary permit, the premises of the applicant must meet the following distance requirements:

(1) For a license for distilled spirits, or wine or malt beverages, the premises shall not be located in or within 100 yards of an alcoholic treatment center owned and operated by the state, the county, or the city.

(2) For a license for distilled spirits, the premises shall not be located in or within 100 yards of any church building, housing authority property; or within 200 yards of any school building, educational building, school grounds, or college campus.

(3) For a license for wine or malt beverages, the premises shall not be located in or within 100 yards of any school building, school grounds, or college campus.

(4) As used in this subsection (a), the term "school building" or "educational building" shall apply only to state, county, city, or church school buildings and to such buildings at such other schools in which are taught subjects commonly taught in the common school or in colleges of the state and which are public schools or private schools as defined in O.C.G.A. § 20-2-690(b). (5) Nothing in this subsection (a) shall prohibit the licensing and the sale or distribution of alcoholic beverages for consumption on the premises only for premises located in zoning classification C-3.

(b) No new retail package liquor licensed place of business or the relocation of an existing retail package liquor licensed place of business engaged in the retail package sale of distilled spirits shall be located within 500 yards of any other business licensed to engage in the retail sale of distilled spirits as measured by the most direct route of travel on the ground. Its distance limitation shall not apply to any hotel otherwise licensed under state and local law, any location for which a license has been issued prior to July 1, 1997 or to the renewal of such license, and any location for which a new license is applied for if the sale of distilled spirits was lawful at such location at any time during the 12 months immediately preceding the application.

(c) An applicant for a new alcoholic beverage license who has acquired a previously licensed alcoholic beverage location may, within 12 months after the expiration of the previous owner's license, obtain an alcoholic beverage license, limited to the type or types of license of the previous owner, for that location even though the location may not meet the distance requirements set forth in this section. An application filed under this subsection shall meet and qualify under all other requirements of this section 6-103 for the granting of a new license. Provided, however, an application filed under this subsection (c) shall not be required to provide a survey showing that distance requirements have been met.

(d) For the purposes of subsection (a) and (b) of this section, distance shall be measured by the most direct route of pedestrian travel on the ground along the right-of-way. Distance shall be measured from the nearest building wall of any church or nearest property line of any school, public library, or college campus to the center of any door of customer entry of the proposed premises of the applicant.

City of Dalton		
Alcohol Beverage		
Distance Requirements - Section 6-103		
<b>Consumption on Premises Only</b>		
No distant requirements for C-3 Zoning Classification		
<b>Distilled Spirits</b>	<b>Beer</b>	<b>Wine</b>
100 yards in or within an Alcohol Treatment Center	100 yards in or within an Alcohol Treatment Center	100 yards in or within an Alcohol Treatment Center
	100 yards in or within a School Building	100 yards in or within a School Building
	100 yards in or within School grounds	100 yards in or within School grounds
	100 yards in or within a College Campus	100 yards in or within a College Campus
100 yards in or within a Church Building		
100 yards in or within a Housing Authority		
200 Yards in or within a School Building		
200 Yards in or within an Educational Building		
200 Yards in or within School Grounds		
200 yards in or within a College Campus		
200 Yards in or within Interstate I-75 (package only)		200 yards in or within Interstate I-75 (package only)
<b>New Package Distilled Spirits</b>		
Retail Package Store or Relocation of Existing		
500 Yards in or within Any Other Retail Sale of Distilled Spirits		