

**WHITE COUNTY BOARD OF COMMISSIONERS**

**Business Tax Office**

59 South Main Street, Suite A

Cleveland, Georgia 30528

Phone: (706) 865-2235 – Fax (706) 865-1324

**CHECKLIST FOR ATTACHMENTS TO APPLICATION UNDER THE  
ALCOHOLIC BEVERAGE ORDINANCE OF WHITE COUNTY**

All applications for licenses under the Alcoholic Beverage Ordinance of White County shall have the following attached:

Item Number	Item Description	Attached <input checked="" type="checkbox"/>
1	Evidence of ownership of the premises where the proposed business is to be located or a copy of the lease if the applicant is leasing the building or premises	
2	A certified or cashier's check payable to White County	
3	A drawing to scale showing the nearest church, residence, and school or an affidavit from a registered surveyor indicating that the proposed location of the business premises complies with the White County Alcoholic Beverage Ordinance	
4	If malt beverages are to be sold in packages or for consumption on the subject premises, a copy of the advertisement from two (2) consecutive issues of the White County legal organ stating the purpose of the application, the location of the business and the owner or owners of the business, along with a Publisher's Affidavit verifying the dates of advertisement. The notice must contain:  a) The name of the applicant(s); or b) If a partnership, the names of all the partners, both general and limited; or c) If a corporation, the names of the officers and board of directors; and d) The License Category applied for; and e) The location.	

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5	A complete set of fingerprints to be forwarded to the Georgia Bureau of Investigation, which shall search the files of the Georgia Crime Information Center for any instance of criminal activity during the ten years immediately preceding the date of the application. The Georgia Bureau of Investigation shall also submit the fingerprints to the Federal Bureau of Investigation under the rules established by the United States Department of Justice for processing and identification of records. The federal record, if any, shall be obtained and returned to the governing authority submitting the fingerprints. If the applicant is not a natural person, fingerprints will be required from all principal officers in the business. Note: If the White County Sheriff's Office can provide the search from the fingerprints, this process may be handled through the Sheriff's Office. If fingerprinting results are obtained in that manner, a report of the results from the Sheriff's Office must be attached.	
6	Photograph(s) of the principal officers	
7	A full disclosure of any interest in establishments, which sell wholesale or retail malt and vinous beverages	
8	Three-(3) character references	
9	Copy of Certificate of Occupancy issued by the White County Building Inspection Department indicating that the building in which the business will be located is complete for the purposes set out in the application, along with detailed plans of such building and outside premises	
10	As applicable, document submissions demonstrating qualifications of each principal of applicant and managing agent of applicant	
11	As applicable, consent of natural person to serve as registered agent	
12	As applicable, copy of 2008, or older, occupational tax license or other documentation to demonstrate pre-existing business operation	
13	As applicable, copy of licenses issued by Commissioner of Georgia Department of Revenue regarding alcoholic beverages	
14	As applicable, document submission to demonstrate compliance by bona fide nonprofit civic organizations to receive temporary special event licenses	
15	As applicable, completed variance application	
16	Any other information requested by the Alcoholic Beverage Commission	