



# **IMPORTANT NOTICE**

**Your 2023-2024 Alcoholic Beverage license expires at midnight on December 31, 2024.**

Please take note that failure to have your license renewed by this date will require you to re-apply for a new license and appear before the Alcohol Beverage Licensing Board before you can serve or sell alcohol in your establishment. The earliest available meeting will be held the first Thursday in January 2025.

**THIS MEANS IF YOU DO NOT RENEW BY DECEMBER 31, 2024, YOU WILL NOT BE ABLE TO SELL ALCOHOL AT ALL UNTIL THE NEW LICENSE IS ISSUED.**

Any renewal application not filed on or before the last City business day **prior** to October 31, 2024 may be assessed a late filing penalty of \$250.00.

Payment in full is required with the submission of the renewal application.

**No exceptions**

# **IMPORTANT NOTICE**



**ALCOHOLIC BEVERAGE LICENSE RENEWAL 2025**

OCTOBER 1, 2024

**CITY OF ROSWELL  
NOTICE**

PLEASE USE THE ATTACHED FORMS FOR YOUR **FULL POURING LICENSE** RENEWAL FOR THE CALENDAR YEAR **2025**.

\_\_\_\_\_ FULL POURING LICENSE IS \$3500.00, NO SUNDAY SALES

\_\_\_\_\_ SUNDAY POURING LICENSE, ADD \$500.00.

\_\_\_\_\_ AFTER OCTOBER 31, 2024, ADD \$250.00 LATE FEE.

ALL LIQUOR, WINE AND MALT BEVERAGE LICENSE HOLDERS ARE NOTIFIED THAT REQUESTS FOR RENEWALS OF LICENSES MUST BE MADE DURING THE MONTH OF OCTOBER IN ORDER TO ENSURE THAT RENEWAL REQUESTS ARE IN PROPER FORM TO BE PRESENTED TO THE ALCOHOLIC BEVERAGE LICENSE BOARD ON **DECEMBER 5, 2024**.

**YOUR CURRENT LICENSE IS FOR THE CALENDAR YEAR AND EXPIRES DECEMBER 31, 2024.**

IF THE OWNERSHIP OR LICENSEE FOR THIS PREMISES CHANGES, YOU MUST REAPPLY FOR THE LICENSE.

ANY OUTSTANDING EXCISE TAX OR OTHER DELINQUENT CHARGES OWED TO THE CITY, OR NONCOMPLIANCE WITH THE TIPS TRAINING REQUIREMENT MAY DELAY THE RENEWAL OF YOUR LICENSE.

IF YOU ARE **NOT** RENEWING YOUR LICENSE, RETURN ONLY THE "NON RENEWAL AFFIDAVIT" INCLUDED IN THIS PACKAGE.

**RETURN BY OCTOBER 31, 2024**

**AFTER THIS DATE ADD \$250.00 LATE FEE**

**ATTACH COPY OF YOUR MOST RECENT STATE LICENSE AND YOUR TIPS CERTIFICATE IF YOU COMPLETED THE TRAINING IN 2024**

**PLEASE READ THE UPDATED – ALCOHOL ORDINANCE AT:**

[www.roswellgov.com/AlcoholOrdinance](http://www.roswellgov.com/AlcoholOrdinance)



**STATE OF GEORGIA**

**COUNTY OF FULTON**

**ALCOHOLIC BEVERAGE LICENSE RENEWAL AFFIDAVIT - 2025**

Personally appeared before me \_\_\_\_\_  
Licensee (print name)

who, after being duly sworn, says the following:

There have been no changes of any type in ownership of the alcoholic beverage, wine or malt beverage outlet shown on my original application. There have been no changes in any information and data contained in and furnished with my original application. I have not in the past ten (10) years been convicted of any municipal, county, State or Federal offense involving any alcoholic beverage law, ordinance and/or regulation.

Further, I have not pleaded nolo contendere to any of the above offenses. I am familiar with all laws, rules and regulations of the State of Georgia and all ordinances of the City of Roswell covering the operation of the alcoholic beverage, wine and/or beer outlet I will operate under this renewal.

I swear that all the information contained in the original application is true and I understand that such application is made a part of this renewal application and the renewal is based upon the information contained in the original application. I understand that a false statement in the original application and/or this affidavit will void the application and make me liable to prosecution for perjury under the laws of Georgia.

\_\_\_\_\_  
Licensee's Signature

Sworn to and subscribed to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public  
\_\_\_\_\_  
My commission expires:

(SEAL)

**RETURN BY OCTOBER 31, 2024**



**POURING LICENSE RENEWAL  
FOR CALENDAR YEAR 2025**

**October 1, 2024**

**All holders of licenses to sell liquor, beer or wine by the drink in the City of Roswell are notified that your license will not be renewed unless you have complied with Section 3-7-3 of the *City of Roswell Alcoholic Beverages Ordinance*. This provision requires that the serving of meals shall be the principal business conducted, with the serving of alcohol consumed on the premises as only incidental thereto. More than 50% of the outlet's income must be derived from sale of food on the premises. All requests for renewal must show that the business has complied with this provision.**

**Each applicant for renewal of a pouring license will show the amount of income derived from the sale of food and the amount of income derived from the sale of alcoholic beverages and the gross amount of income received for the twelve (12) months indicated, or for the months that the license was granted. These figures are subject to audit by the City of Roswell.**

**FORM FOR REPORTING ATTACHED**

**CITY OF ROSWELL  
FULL POURING LICENSE RENEWAL 2025  
(LIQUOR, BEER AND WINE)**

Name of Business: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Licensee: Resident of \_\_\_\_\_ (City) \_\_\_\_\_ (County) \_\_\_\_\_

1.                      2.                      3.                      4.                      5.                      6.

Month	Beer / Wine Sales	Liquor Sales	Total Beer, Wine and Liquor	Excise Tax Paid	Total Food	Total: Food + Beer, Wine & Liquor Sales Column 3 + Column 5	% Food Sales: Column 5 divided by Column 6
October 2023							
November 2023							
December 2023							
January 2024							
February 2024							
March 2024							
April 2024							
May 2024							
June 2024							
July 2024							
August 2024							
September 2024							
Total							

I, \_\_\_\_\_ being the person to whom a liquor, beer and wine pouring license was issued, hereby certify that there has been no change in the ownership be it either a corporation, partnership, or sole proprietorship of said business since the issuance and/or last renewal of said license.

I certify further that my food sales and my pouring license are as listed above for the twelve months or months indicated that license was in effect if less than the period requested.

\_\_\_\_\_  
Signature of Licensee                      Print name

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission expires:

License fee due with application \$3500.00\*  
\* plus \$500.00 for Sunday sales, if desired.

**Mail to:**  
City of Roswell Legal Dept.  
38 Hill Street, #110  
Roswell, Georgia 30075

Add \$250.00 after date below.

**RETURN BY OCTOBER 31, 2024**



**ALCOHOLIC BEVERAGE LICENSE 2025  
CONTACT INFORMATION**

Name of Establishment: \_\_\_\_\_

Email(s) for Contact: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Web site for Establishment: \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_



**ALCOHOLIC BEVERAGE LICENSE 2025  
PAYMENT AUTHORIZATION**

Name of Establishment: \_\_\_\_\_

Licensee: \_\_\_\_\_

Check Enclosed: \_\_\_\_\_ Check #: \_\_\_\_\_

License Due: \_\_\_\_\_

Amount: \_\_\_\_\_

**Pay by Credit Card**

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Type of Card (Visa, MasterCard, American Express): \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

***\*NOTE: A fee of 3% is assessed if paying by Credit Card***



2024 - 2025

CITY OF ROSWELL TAX DEPARTMENT  
38 HILL STREET  
ROSWELL, GEORGIA 30075  
770-641-3759

WHOLESALE DISTRIBUTORS / SUPPLIERS DELIVERING ALCOHOLIC BEVERAGES TO THESE PREMISES ARE:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Licensee signature





**Return this document only if you are NOT renewing your alcoholic beverage license.**

**ALCOHOLIC BEVERAGE LICENSE  
NON-RENEWAL AFFIDAVIT**

**2025**

Name and address of Alcoholic Beverage Establishment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personally appeared before me \_\_\_\_\_  
Licensee (print name)

who, after being duly sworn, says the following:

This verifies my intent not to renew the ALCOHOLIC BEVERAGE LICENSE for  
the year 2025 for \_\_\_\_\_,  
Name of Business  
and I affirm that I will not be serving or selling alcoholic beverages at this location.

\_\_\_\_\_  
Licensee's Signature

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public  
\_\_\_\_\_

My commission expires:  
(SEAL)



**NOTICE & AFFIDAVIT  
TIPS (Training Intervention Procedures)**

Chapter 3, Article 3.2, Section 3.2.10 of the Alcoholic Beverage Ordinance of the City of Roswell requires certification of the licensee of a restaurant, convenience store, grocery store and package store by attendance at TIPS (Training Intervention Procedures Program) or approved alternative program that shall be verified and signed off by the Chief of Police.

The applicant shall have 6 months from the date of the granting of the license to complete such training and submit certification to the Alcohol Beverage Licensing Board.

**The Roswell Police Department will not be offering TIPS Classes at this time. Please choose an online program below. Once completed, please provide a copy to the legal office to be placed in our individual file.**

Approved programs are:

Bar Code – Serving Alcohol Responsibly  
1-877-216-3869

Training Institute for Responsible Vendors  
Contact: Scott Wiatric  
404-531-9237, 404-452-9237

Evindi, Inc.  
678-336-7207  
[klstumpe@taylorenghish.com](mailto:klstumpe@taylorenghish.com)

On-line Training  
ServSafe: [www.servsafe.com](http://www.servsafe.com)

---

**AFFIDAVIT**

I have read this notice and understand that I am required to present a certificate signed by the Roswell Chief of Police that I have satisfied this training requirement within six (6) months of the granting of the alcoholic beverage license, or my alcoholic beverage license shall be revoked.

\_\_\_\_\_  
Licensee (signature)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of Business



**ROSWELL POLICE DEPARTMENT  
CRIMINAL HISTORY RELEASE FORM FOR ALCOHOL LICENSEE RENEWAL**

The following information is required in order to receive any criminal history information pertaining to you that is contained in the files of the State of Georgia. Your record will be checked using the Georgia Crime Information Center (GCIC) database and will be for the State of Georgia only. If no criminal history is on file, this form will be stamped stating so. If criminal history is on file with the State of Georgia, a copy will be printed for Chief Conroy to review. A government issued ID will be required.

**Please print clearly and fill in all spaces**

Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last First Middle

Maiden and/or Any Previous Last Names: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name of Business for this Background: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip

Business Phone: \_\_\_\_\_ Personal Phone: \_\_\_\_\_

I hereby authorize the City of Roswell to obtain my criminal history for my Alcohol Beverage License Renewal.

- **Please enclose a copy of your driver's license.**

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date