



Acct #: \_\_\_\_\_

Date Received: \_\_\_\_\_

**ALCOHOL RENEWAL APPLICATION**

**I. Business Name & Contact Information**

Alcohol Renewal Applications are Due By December 15th each renewal year.  
All alcohol license fees must be paid in full no later than **December 15th**  
To avoid penalties, interest and fines.  
TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK

Business/Corporation Name: \_\_\_\_\_

Doing Business As Name: \_\_\_\_\_

Business Location Address: \_\_\_\_\_

Suite/Unit/Apt: \_\_\_\_\_ City/State/Zip Code: RIVERDALE, GA 30274

Business Locations: Phone: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Suite/Unit/Apt: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**II. Business Registered Agent Information**

Name: \_\_\_\_\_

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

Suite/Unit/Apt: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**IV. Additional Questions: In the space provided Answer questions below with: YES or NO**

			YES or NO
1	Has the name, residence of each person, firm or corporation having ownership or interest of 20% or more in this business and the amount of such interest remained the same since the last renewal year?	1	
2	Any changes in ownership of the building and/or land changed since the last renewal year?	2	
3	Has the Registered Agent changed since the last renewal?	3	

**V. Employee List : List Employee Name and Job Title Below (If needed add additional pages)**

EMPLOYEE NAME	JOB TITLE

**III. Type of Alcohol License (check all that apply)**

Packaged  Consumption  All Beverages \$7500  Malt Beverage & Wine \$5000  Malt Beverage \$2500  Wine \$2500

**Total Due:** \_\_\_\_\_ **Issued By:** \_\_\_\_\_ **Issue Date:** \_\_\_\_\_

VI. Verification

Application Verification

STATE OF GEORGIA, CLAYTON COUNTY  
CITY OF RIVERDALE

I, \_\_\_\_\_ do solemnly swear or affirm, subject to the penalties of false swearing, that the statement and answers on these pages made by me, as the applicant, in the foregoing Alcohol and Liquor application are true and correct.

No person shall knowingly or intentionally misrepresent to any employee of the City any material fact in procuring a license, permit, duplicate license. Any person violating the governing of an alcohol license is subject to misdemeanor charges.

I hereby certify under penalty of perjury that the information provided herein is to the best of my knowledge and belief, a true and complete statement.

X \_\_\_\_\_  
**Applicant's Signature (Full Name)**

I hereby certify that \_\_\_\_\_ (the above named applicant) signed his or her name to the foregoing application, stating to me that he or she knew and understood all statements and answers made therein, and under oath actually administered by me, has sworn or affirmed, that said statements and answers are true and correct.

This \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

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

Notary Commission Expiration Date: \_\_\_\_\_

Additional Information

- **Alcohol Licenses are non-transferable: When selling your business, the business owner should notify The City of Riverdale Business Services Department.**
- **Any new owner should apply for a separate new alcohol license.**
- **The Business Services Department should be notified regarding any changes in business agents, activity, name or location.**
- **If your business ceases operating and/or closes, it is the responsibility of the business owner to notify the Business Services Department .**
- **Employee Alcohol Permit: It is the responsibility of the business owner/manager to inform their employees of the requirement to secure an alcohol permit prior to selling or handling any alcohol in The City of Riverdale. (failure in properly notify your employees will result in the issuance of summons to the owner and employee).**
- **Employee Alcohol Permits are issued by the Riverdale Police Department and MUST be renewed each year before they expire. Any questions about the alcohol permit contact the Riverdale Police Department Records Division at (770) 909-5403 or (770) 909-5404.**
- **If you obtain an alcohol license anytime during the year it will still expire on December 31<sup>st</sup>.**

• **All Alcohol License Renewals for the up-coming year must be complete no later than December 15th of the current year.**

**If any assistance is needed contact Business Services at (770) 909-5482.**