



# City of Covington

## ALCOHOLIC BEVERAGES PERMIT APPLICATION SUBMITTAL PROCEDURES

### Purpose

This document explains the process and submittal requirements required for obtaining an alcoholic beverage permit.

### Process

- The laws of this state, regulating the sale and distribution of alcoholic beverages, codified as the Georgia Alcoholic Beverage Code, are incorporated into Chapter 5.12 and made part hereof by reference. Convictions of any violation of said laws or any provision of Chapter 5.12 by the holder of a license issued shall constitute grounds for immediate revocation of such license.
- Upon filing the application with the Planning and Development Department via the GA Department of Revenue portal, the applicant shall deposit a nonrefundable processing fee of \$150.00 to cover the evaluation, processing and publication fees in connection with the application. The applicant shall have a background check conducted with a Fieldprint site prior to the process being initiated. <https://fieldprintgeorgia.com>
- The city shall require no more than forty-five (45) days for processing the application; provided, however, that applications for renewal of licenses shall be made on or before November 1st and processed on or before December 31st of the year in which such application is filed. A penalty of ten (10) percent of the applicable license fee shall be assessed for failure to timely renew such license.
- At the time the application is filed, the Planning and Development Department shall provide notice to the applicant of the date on which the application will be considered by the mayor and council. The applicant shall appear, personally or by attorney, at the council meeting at which the application is scheduled to be considered. The city clerk shall also publish in the newspaper in Newton County in which legal advertisements are published notice of the filing of the application at least once during the one week next preceding the week in which such consideration of the application is scheduled. Such notice shall contain a description of the location of the proposed business and the name of the applicant as well as the date, time and location of consideration of the application by the mayor and council.
- Written notice of the city council's decision on the application, stating the reasons therefor, shall be mailed or delivered to the applicant within ten (10) days next following such decision.
- An applicant aggrieved by the city council's decision upon consideration of the application shall, upon written request delivered to the city clerk within thirty (30) days following the applicant's receipt of notice of such decision, be afforded a rehearing before the city council within thirty (30) days of delivery of such request, with an opportunity to present further evidence and cross-examine any opposing witnesses.
- Upon approval of the application and payment of the applicable license fee as hereinafter set forth in Section 5.12.100 of this chapter, the city clerk shall issue the appropriate license. If such license is not thus obtained within thirty (30) days from the date of approval of the application, the application shall be deemed null and void and of no further effect.
- Licenses issued pursuant to this chapter shall be on a calendar year basis. Licenses issued for new businesses during the year shall be effective for the remainder of the calendar year of issuance. The applicable license fee for applications received after January 31st for such year shall be reduced pro rata for each month remaining in such year.
- Misrepresentation by Applicant. Any material omission or untrue or materially misleading information which is contained in any original, renewal or transfer application for a license under this chapter shall constitute grounds for denial of such application, and if any license has been previously granted under such circumstances, the same shall constitute grounds for revocation of such license.
- Should you have any changes regarding your business or alcohol license, or questions regarding this process, please contact us at 770-385-2174. If you should close your business or relocate out of the city limits, please let us know so we can process your license accordingly.