

**INFORMATION AND CHECK LIST  
FOR APPLICATION FOR LICENSE TO SELL MALT BEVERAGES AND/OR WINE  
IN OCONEE COUNTY, GA**

Please call for an appointment with the County Clerk prior to submitting your application for a license to sell malt beverages and wine (706)769-5120.

1. **APPLICATION FORM:** Every question must be fully and correctly answered, typewritten or legibly hand printed. Do not use initials. Spell out all names. Failure to do so may result in the denial or, if granted, the later revocation of a license. If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that a separate sheet is attached. The Oconee County Malt Beverage and Wine Ordinance and the Alcohol License Application is available on the Oconee County website, [oconeecounty.com](http://oconeecounty.com).
2. **REQUIRED FEES:** The required Investigation Fee of \$100.00 must be submitted in the form of a certified check when initial application is made to the County Clerk. Upon approval of the application, the applicable Alcohol License Fee must be tendered prior to the issuance of the License.
3. **REGISTERED AGENT:** All non-individual applicants must list a Registered Agent whose name will appear on the license. The Registered Agent should be the individual designated with regular, managerial and supervisory authority over the business conducted on the licensed premises.
4. **INVESTIGATION:** Upon filing of the application form with the County Clerk, the licensee or its Registered Agent must appear within five (5) business days to the Oconee County Sheriff's Department, 1110 Experiment Station Road, Watkinsville, GA for fingerprinting. Fingerprinting is performed on Mondays and Wednesdays, 10:00 a.m. – 2:00 p.m. The Sheriff's Department requires a \$40.00 money order for this service. The Sheriff's Department will conduct an arrest and conviction investigation and submit the results of the investigation to the County Clerk within 30 days of submission.
5. **LICENSE NON-TRANSFERABLE:** An alcoholic beverage license cannot be transferred from one person to another during the year in which the license is obtained, except in the case of the death of a person holding a license, in which event his executor or administrator may continue to operate under the license for six months from the date of his qualification.
6. **LICENSE MODIFICATION:** Any change in the ownership, management, or any other status of the licensed operation which would change any answers on the original application must be reported to the County Clerk within thirty (30) days from the time of such change. Failure to do so may result in the revocation of the license.  
In the event a licensee desires to modify or amend his license, a new application must be made accompanied by a fee of \$500.00. A modification or amendment to a license made at the time of renewal does not require a fee.
7. **DURATION/RENEWAL:** All licenses are issued on a calendar-year basis. Each licensee must make a written application for renewal on or before November fifteenth of each year following issuance. A penalty fee will be charged for filing an alcoholic beverage renewal application after November fifteenth. If a renewal application and license fee has not been filed with the County Clerk by January fifteenth, the license will be declared to be abandoned and any relicensing will require a new application.
8. **ALCOHOL TRAINING PROGRAM:** All new businesses, where a license has not previously been issued, where there is a change of ownership of the license, or where there is any change of licensee, and the licensee has not previously attended a responsible alcohol sales and service policy workshop for owners and managers, the licensee or it's registered agent and the licensee's managers are required to attend the Training for Intervention Procedures (TIP) Program hosted by the Oconee Area Resource Council (706-769-4974 or [www.oarcfamilyconnection.org](http://www.oarcfamilyconnection.org)). The applicant must provide evidence of attendance prior to the issuance of an alcoholic beverage license. Effective January 1, 2009, the alcohol training requirement will apply to renewal applications as well. All licensees must attend the workshop at least every third year after their initial attendance.
9. **TIME FOR ACTION:** The County Clerk will transmit the license application to the Board of Commissioners for approval within 60 days of its being filed in a completed state by the applicant. The Board will act on the application at its next regular meeting which is more than fourteen days after such referral. The Board will not act on any new license unless the applicant or its authorized representative is present and available for comment at the meeting at which action is to be taken. At its discretion, the Board may require applicants for a renewal license to be present at the meeting at which action is to be taken.

10. **STATE LICENSE:** Within 30 days of the issuance of the initial Oconee County alcohol license, the licensee must apply for the licensee's state license and provide a copy of the state license application to the County Clerk. Further, the licensee must provide a copy of the state alcohol license to the County Clerk within 90 days of the issuance of the initial Oconee County alcohol license.
11. **LOCATION:** An alcohol license will be issued only in those zones allowed by the Oconee County Unified Development Code. Class B-4 and Class C-4 licenses will only be issued for locations within the areas designated "Service Area". Contact the Oconee County Planning Department at 706-769-3910.
12. **DISTANCES:** The applicant is responsible for determining the distance of the proposed licensed location. A current certified plat from a registered surveyor is required to confirm the distance requirements and must accompany the application. The plat must show straight line measurements from point to point that certify the distance required. No alcohol license will be issued for a location in violation of the state required minimum distances of a school building, school grounds or college campus. No Class B-4 and Class C-4 licenses will be issued for any location which is within six hundred feet of a school building, school grounds or college campus or a church. Distance is to be measured from the main door of the licensed premises along the nearest direct route of travel to the main door of the school building or church sanctuary. No Class B-3 and Class C-3 licenses will be issued for any location within one mile of any other holder of the same class license. Distance is to be measured as provided by state law and regulations.
13. **HOURS OF OPERATION:** Holders of Class B-2, B-3, C-2 and C-3 licenses may engage in the sale of alcoholic beverages between the hours of 7:00 a.m. and 11:59 p.m., Monday through Saturday. Holders of Class B-4 and C-4 licenses may engage in the sale of alcoholic beverages between the hours of 11:30 a.m. and 11:00 p.m., or 12:30 a.m. on New Year's Day, Monday through Saturday.
14. **DISPLAY OF LICENSE NUMBER:** Each licensee for the retail sale of beverages by the package is required to have the name of the license together with the inscription, "Oconee County License Retail Number \_\_\_\_\_" printed on the front window of the premises in uniform letters at least four inches in height.

The following information will be required at the time of submittal:

- ◇ Application Form
- ◇ Registered Agent Consent Form
- ◇ Certified check for Investigation Fee
- ◇ If the building is complete, copies of detailed site plan and floor plan
- ◇ If the building is proposed, copies of proposed site plan and specifications and building permit
- ◇ Certified scale drawing showing location and distance to closest school and church (if applicable)
- ◇ Certificate of a registered land surveyor or professional engineer that the location complies with distance requirements
- ◇ Evidence of ownership of the building or proposed building or copy of the lease
- ◇ Copy of the franchise agreement or contract (if the applicant is a franchise)
- ◇ Copy of the menus (if the applicant is a restaurant)

Contact this office for additional information concerning this application and return the application to:

**Location Address:** Oconee County Board of  
Commissioners Office  
Oconee County Courthouse  
23 N. Main Street, Room 201  
Watkinsville, Georgia 30677

**Mailing Address:** Oconee County Clerk  
P.O. Box 145  
Watkinsville, Georgia 30677

**Telephone Number:** 706-769-5120

**Fax Number:** 706-769-0705