

**INFORMATION AND CHECK LIST
FOR RENEWAL APPLICATION
FOR LICENSE TO SELL ALCOHOLIC BEVERAGES
IN OCONEE COUNTY, GA**

Your renewal application may be submitted in person or by mail. If you desire an appointment with the County Clerk to submit your renewal application, please call (706)769-5120.

1. **RENEWAL:** Each licensee must make a written application with the County Clerk for renewal on or before November fifteenth of each year. The applicable license fee must be tendered with the application. 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 in a completed state with the County Clerk by January fifteenth, the license will be declared to be abandoned and any relicensing will require a new application.
2. **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 Alcoholic Beverages Ordinance and the Alcohol License Application are available on the Oconee County website, www.oconeecounty.com.
3. **REQUIRED FEES:** The applicable Alcohol License Fee must be tendered with your license renewal application. The Investigation Fee of \$100.00 is not required for the renewal of a license.
4. **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.
5. **LICENSE MODIFICATION:** A modification or amendment to a license may be made at the time of renewal.
6. **ALCOHOL TRAINING PROGRAM:** The licensee or its registered agent and the licensee's managers are required to attend the Responsible Alcohol Sales & Service Procedures (RASS) Program prior to the issuance of an alcoholic beverage license. The applicant must provide evidence of successful completion of the training.
7. **TIME FOR ACTION:** The County Clerk will transmit the license renewal application to the Board of Commissioners upon its being filed in a completed state by the applicant. The Board will act on the license renewal at its next regular meeting which is more than fourteen days after such referral. 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.
8. **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:

- ◇ Completed and Signed Application Form
- ◇ Registered Agent Consent Form
- ◇ Copy of attendance of the Responsible Alcohol Sales & service Procedures (RASS) Program.
- ◇ Applicable Alcohol License Fee
- ◇ Copy of current State Alcohol License.

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