



City of Mobile Alcoholic Beverage License Application

Application Checklist

Before completing/submitting this application

If you have purchased or are purchasing an existing business - **ALL** license renewals and/or taxes from existing account must be paid in **FULL** either by previous owner or yourself before this application is presented to the City of Mobile City Council for consideration of approval

Required Documentation ... **CHECKED boxes are REQUIRED**

Completed License Application (ALL pages)

Required drawing for Urban Development (unless downtown location with NO designated parking)

State of AL ABC Board Typed/Signed Application (all pages)

Drivers License -- for each Owner/Officer listed on application (copy must be legible)

Background Check (if completed by ABC board)

Business Structure (LLC, Corporation, etc.) Articles from Secretary of State

ALL stamped pages of the Articles included (*any amendments must be provided also*)

Complete Listing of all Members/Officers (include name, title, contact phone)

Federal Employer Identification Number (FEIN) Letter from IRS

State of Alabama Revenue Tax ID Letter

Registered Deed or Signed/Notarized Lease Agreement

| | |
|--|-------|
| Person Completing Application Printed Name | Date |
| | |
| Person Completing Application Signature | Title |
| | |

The City of Mobile Revenue Department reserves the right to request required additional documentation and/or information from the applicant



CITY of MOBILE ALCOHOLIC BEVERAGE LICENSE APPLICATION **Application Instructions**

Read the following information concerning the completion of this application ...

- Complete all the areas of the application except for shaded area at the top of application. If it does not apply to your business, enter N/A
- Applicants should submit an application to the State of Alabama Alcoholic Beverage Control Board
- Documentation submitted must be legible or otherwise will need to be resubmitted
- It is the applicant's responsibly for submitting the documentation and responding to any further questions by the Revenue Department in a timely matter
- Application should be dated and signed by an Owner, Officer or Partner of the business
- Application will initiate the process for registering your business with the municipality
- Completed application and documentation can be submitted by the following methods ...
 - **Email** - Shawn.Skinner@cityofmobile.org Contact number 251.208.7865
 - **Fax** - 251.208.7954 ● **In Person** - 205 Government Street, 2nd Floor South Tower
 - **USPS Mail** - City of Mobile Revenue Department, PO Box 3065, Mobile AL 36652-3065
- After the application and documentation is returned, reviewed and processed, the following are the next steps ...
 - Scheduled in person (owner, officer, POA) appointment for signature of application
 - At the appointment you will receive Notice Signs to be posted by you at the location notifying the intent to sale alcohol
 - Pay the required \$50 non-returnable application fee
 - Date of City of Mobile City Council meeting which the application will be reviewed and/or voted on. This date is usually scheduled 2-3 weeks (Tuesday) from the date of the application signing. Any amounts due for business license and/or taxes must be paid before the paperwork is submitted to the City of Mobile City Clerk office for addition to city council agenda
- After the City of Mobile City Council votes on the application, if approval is given, the following steps are done ...
 - The Revenue Department representative will contact applicant and set-up a follow-up appointment
 - All businesses must have a business license with the appropriate coding. All required documentation must be provided for the business license prior to appointment date and time
 - Payment for any amount(s) due are expected before you receive the approval letter and/or business license, please make arrangements for this
 - At this appointment, you will sign the approval letter and business license paperwork
 - ABC Approval Letter will be provided for you to take to the State of AL ABC Board



CITY of MOBILE ALCOHOLIC BEVERAGE LICENSE APPLICATION

CLEARLY PRINT OR TYPE ALL INFORMATION

ALL BOXES ARE REQUIRED TO BE COMPLETED

City of Mobile Revenue Department

PO Box 3065 Mobile AL 36652-3065

Phone 251.208.7462 / Fax 251.208.7954

Email revenue@cityofmobile.org

| Internal Office Use Only | | | | | | | | |
|---|---------------------|---|--------------------|---|--------------------------------------|-------------------------------|-------------------------|----------|
| Territory | Council Agenda Date | Application # | Account # | NAICS Code(s) | Bill Number(s) | Amount Due | Completed By | |
| Application Information | | | | | | | | |
| Application Date | Application Type | | | New Owner Start Date | Transfer - ABC License? | | | |
| | New Business | New Owner | Location Change | | No | Yes | | |
| License Type Applied for with AL ABC Board (MUST match with ABC Board) - check ALL that apply | | | | | | | | |
| 010 - Lounge Retail Liquor (Class I) | | 011 - Lounge Retail Liquor (Class II) - Package Store | | 020 - Restaurant Retail Liquor | | | | |
| 040 - Retail Beer (On/Off Premises) | | 050 - Retail Beer (Off Premises Only) | | 060 Retail Table Wine (On/Off Premises) | | | | |
| 070 - Retail Wine (Off Premises Only) | | 090 - Wholesale - Beer | | 100 - Wholesale - Wine | | 110 - Wholesale - Beer & Wine | | |
| 140 - Special Events Retail | | 160 - Special Retail - More than 30 Days | | 200 Manufacturer | | 220 BrewPub | | |
| If Transfer of ABC License, Previous Licensee Information | | | | | | | | |
| Legal Business Name | | | Trade Name (DBA) | | ABC License Number | Any ABC Pending Action(s) | | |
| | | | | | | No | Yes | |
| If Location Change, Previous Address (Street Address & Zip Code) | | | | | | Relocation Date | | |
| | | | | | | | | |
| Business Information | | | | | | | | |
| Currently Operating by Applicant | | | If Yes, Start Date | | If No, Anticipated Start Date | | | |
| No Yes | | | | | | | | |
| Description/Type | | | | | | | | |
| Convenience/Grocery Store | | Hotel | Lounge/Bar | Package Store | Restaurant | Other | | |
| Structure | | | | Entity ID | Incorp Date | State | County | |
| Sole Proprietorship | | Limited Liability Company | | Corporation | | | | |
| Legal Business Name | | | | | Trade Name (DBA - Doing Business As) | | | |
| | | | | | | | | |
| Company Physical Address (Street Address, Suite #) | | | | | City | State | Zip Code | |
| | | | | | | | | |
| Mailing Address (Street Address, Suite #, PO Box) | | | | | City | State | Zip Code | |
| | | | | | | | | |
| Company - Phone Number | | Federal Tax ID (FEIN) - IRS | | State of AL Tax ID Number | | | | |
| | | | | | | | | |
| Business Contact Person Information | | | | | | | | |
| Name | | | Title | Phone | Email | | | |
| | | | | | | | | |
| Land/Building Information | | | | | Seating Capacity | | Building Square Footage | |
| Do you own or rent/lease the property? Own Rent/Lease | | | | | | | | |
| Property Owner Name | | | | Prop Owner Phone | | Property Owner Email | | |
| | | | | | | | | |
| Property Owner Address | | | | | Property Owner City | | State | Zip Code |
| | | | | | | | | |

| Business Information Continued | | | | | | | | | | |
|---|-----------------|--|--------------|--------------------------------|---|---|---|-------------------------------------|--|--|
| <u>Land/Building Information ... Does the location have ...</u> | | | | | | | | | | |
| Yes | No | Fully equipped and operational kitchen | | | | Yes | No | Patio Area | | |
| Yes | No | Habitually and principally provide food to the public | | | | Yes | No | Restroom Facilities | | |
| Yes | No | Equipped with services and facilities for on premises consumption | | | | Yes | No | Primarily Operated as Package Store | | |
| <u>Building Structure Type</u> | | | | | <u>ABC License Covers</u> | | | | | |
| Single | Shopping Center | Hotel | One Story | Multi-Story | Entire Structure | Portion of | Single Floor | | | |
| Owner(s), Officers or Partners (attach a separate sheet if necessary) | | | | | *Copy of Drivers License must be provided* | | | | | |
| 1. Full Name (Last, First Middle, Suffix) | | | Title | | Date of Birth | | Place of Birth (City, State, Nation) | | | |
| | | | | | | | | | | |
| <u>Social Security #</u> | | <u>Drivers License (State & #)</u> | | <u>Contact Number</u> | | <u>Email</u> | | | | |
| | | | | | | | | | | |
| <u>Home Street Address</u> | | | | <u>City</u> | | | <u>State</u> | <u>Zip Code</u> | | |
| | | | | | | | | | | |
| <u>Have you been charged (whether convicted or not) with any law violation(s) in the past ten (10) years? (use separate sheet if necessary)</u> | | | | | | | | | | |
| <u>If Yes, Violation</u> | | | | <u>Arresting Agency</u> | | | <u>Arrest Date</u> | <u>Disposition</u> | | |
| Yes | No | | | | | | | | | |
| <u>Do you have any existing State of Alabama ABC License(s) with any entity in your name? (use separate sheet if necessary)</u> | | | | | | | | | | |
| <u>If Yes, Legal Business Name</u> | | | | <u>Business Trade Name/DBA</u> | | <u>Address (Street, City, Zip Code)</u> | | | | |
| Yes | No | | | | | | | | | |
| 2. Full Name (Last, First, Middle, Suffix) | | | Title | | Date of Birth | | Place of Birth (City, State, Nation) | | | |
| | | | | | | | | | | |
| <u>Social Security #</u> | | <u>Drivers License (State & #)</u> | | <u>Contact Number</u> | | <u>Email</u> | | | | |
| | | | | | | | | | | |
| <u>Home Street Address</u> | | | | <u>City</u> | | | <u>State</u> | <u>Zip Code</u> | | |
| | | | | | | | | | | |
| <u>Have you been charged (whether convicted or not) with any law violation(s) in the past ten (10) years? (use separate sheet if necessary)</u> | | | | | | | | | | |
| <u>If Yes, Violation</u> | | | | <u>Arresting Agency</u> | | | <u>Arrest Date</u> | <u>Disposition</u> | | |
| Yes | No | | | | | | | | | |
| <u>Do you have any existing State of Alabama ABC License(s) with any entity in your name? (use separate sheet if necessary)</u> | | | | | | | | | | |
| <u>If Yes, Legal Business Name</u> | | | | <u>Business Trade Name/DBA</u> | | <u>Address (Street, City, Zip Code)</u> | | | | |
| Yes | No | | | | | | | | | |
| Power of Attorney (POA) Information | | | | | *Copy of Drivers License must be provided* | | | | | |
| Full Name (Last, First, Middle, Suffix) | | | Title | | Date of Birth | | Drivers License (State & Number) | | | |
| | | | | | | | | | | |
| <u>Home Street Address</u> | | | <u>City</u> | <u>State</u> | <u>Zip Code</u> | <u>Contact Phone Number</u> | | | | |
| | | | | | | | | | | |
| Yes | No | Has anyone, including manager or applicant, had a City of Mobile, Federal/State license suspended, revoked or declined? | | | | | | | | |
| Yes | No | Has a liquor, wine, malt or brewed beverage license for these premises ever been denied, suspended, surrendered or revoked? | | | | | | | | |
| Yes | No | Are the applicants named in this application, the only person(s), in any manner, interested in the business sought to be licensed? | | | | | | | | |



CITY of MOBILE ALCOHOLIC BEVERAGE
LICENSE APPLICATION

LEASE PROPERTY OWNERSHIP & SIGN AGREEMENT

This is to certify that I am the property owner, or that I have legal control of the property described herein located inside the City of Mobile and State of Alabama.

LEGAL DESCRIPTION OF PROPERTY
REQUIRED - contact the Map & Plat Room located at Mobile County Revenue (251.574.8535) or this should be included on your deed and/or lease paperwork

Ownership Type Company Name

The above described property is Owned Leased to/by

Who has applied for an ALABAMA ALCOHOLIC BEVERAGE LICENSE at the above described location.

I hereby agree to allow the applicant to post a NOTICE sign at the location notifying the general public than an application for sale of alcohol is being considered for this location.

The applicant agrees that the NOTICE sign will be posted and will NOT be removed/discarded and will be required to remain posted until this application is approved by the City of Mobile City Council.

Sworn to and subscribed before me this ___ day of _____ 20__

Notary Printed Name Notary Signature My (Notary) Commission Expires

Notary Stamp Owner of Property (Print Name) Applicant Name (Print Name)

Owner of Property (Signature) Applicant Name (Signature)

Street Address Street Address

City, State, Zip City, State, Zip

Date Agreement Signed Date Agreement Signed



CITY of MOBILE ALCOHOLIC BEVERAGE
LICENSE APPLICATION

PLANNING & ZONING DEPARTMENT APPROVAL

Request for zoning permission to process an alcoholic beverage application, subject to approval by the City of Mobile City Council and issuance of the Zoning Approval Certificate

| Business Structure | Application Type | Transfer - License? | Description/Type | | |
|--|---|---|-------------------------------|-----------------|-----------------|
| Sole Proprietorship | New Business | No Yes | Convenience/Grocery Store | | |
| Limited Liability Company (LLC) | New Owner | <u>Relocation Date</u> | Hotel Lounge/Bar | | |
| Corporation | Location Change | | Package Store Restaurant | | |
| Other | | | | | |
| <u>License Type Applied for with AL ABC Board (MUST match with ABC Board)</u> - check ALL that apply | | | | | |
| 010 - Lounge Retail Liquor (Class I) | 011 - Lounge Retail Liquor (Class II) - Package Store | 020 - Restaurant Retail Liquor | | | |
| 040 - Retail Beer (On/Off Premises) | 050 - Retail Beer (Off Premises Only) | 060 Retail Table Wine (On/Off Premises) | | | |
| 070 - Retail Wine (Off Premises Only) | 090 - Wholesale - Beer | 100 - Wholesale - Wine | 110 - Wholesale - Beer & Wine | | |
| 140 - Special Events Retail | 160 - Special Events - More than 30 Days | 200 Manufacturer | 220 BrewPub | | |
| <u>Legal Business Name</u> | | <u>Trade Name (DBA)</u> | | | |
| | | | | | |
| <u>Company Physical Address (Street Address, Suite #)</u> | | <u>City</u> | <u>State</u> | <u>Zip Code</u> | |
| | | | | | |
| <u>Business Contact Person Information</u> | | | | | |
| <u>Name</u> | <u>Title</u> | <u>Phone</u> | <u>Email</u> | | |
| | | | | | |
| URBAN DEVELOPMENT DEPARTMENT USE ONLY | | | | | |
| <u>Building Sq Footage</u> | <u>Parking Provided</u> | <u>Parking Required</u> | <u>Compliance</u> | <u>Zoning</u> | <u>Approved</u> |
| | | | | | |
| <u>Comments</u> | | | | | |
| | | | | | |
| <u>Print Name</u> | <u>Signature</u> | | <u>Date</u> | | |
| | | | | | |



CITY of MOBILE ALCOHOLIC BEVERAGE LICENSE APPLICATION

PLANNING & ZONING DEPARTMENT

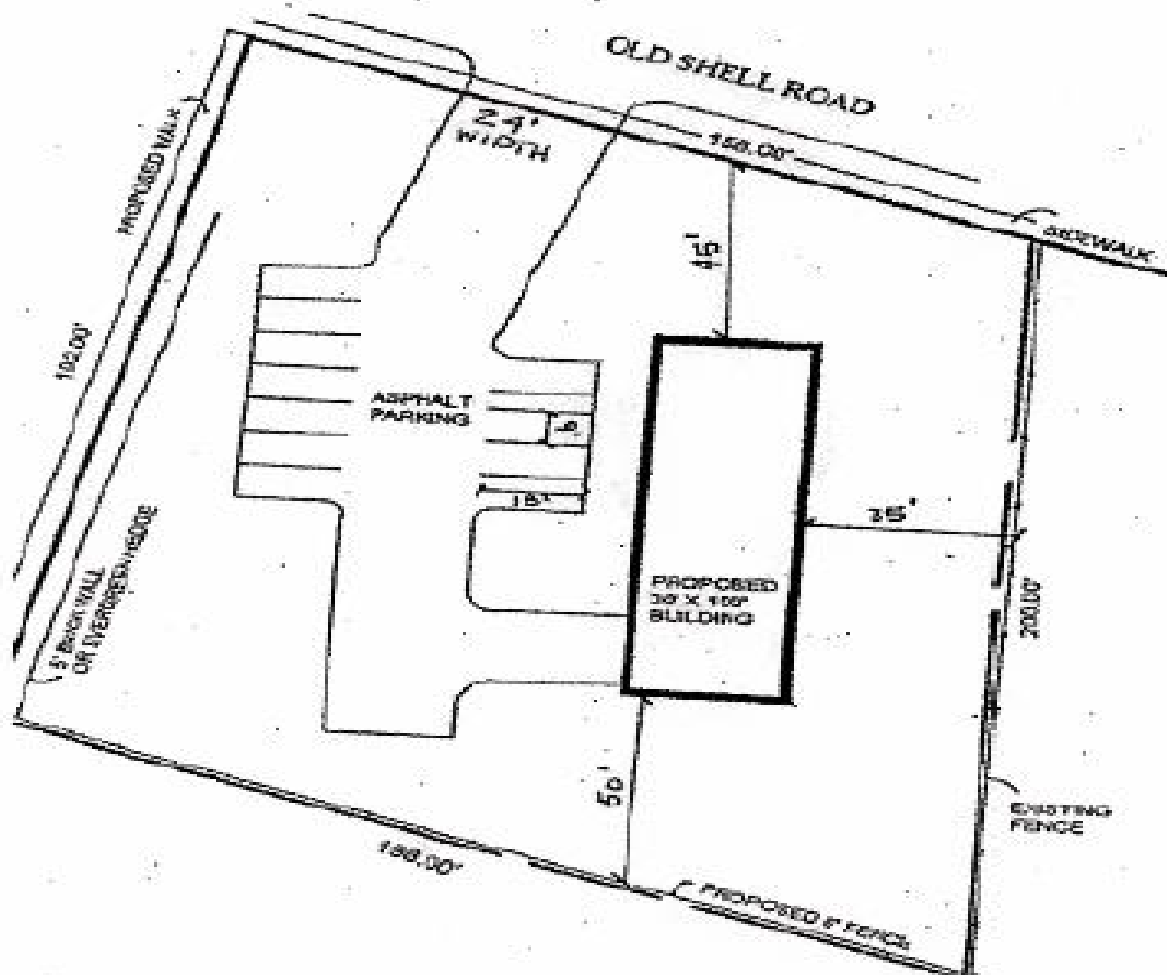
Example of Required Drawing

The drawing must illustrate the following ...

- Lot size and dimensions
- Building size and location on lot
- Size and location of each parking space which is drawn off on lot with paint
- Show location and width of driveways to the property
- Show parking aisles on drawing and give width

The drawing does not have to be drawn to scale

Dimensions, figures and/or measurements **MUST** be accurate





CITY of MOBILE ALCOHOLIC BEVERAGE LICENSE APPLICATION

CERTIFICATION and SIGNATURE

The undersigned agree, if a license is used as herein applied for, to comply at all times with and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as appears in the Code of Alabama, Title 28, and all laws of the State of Alabama and the Codes/Ordinances of the City of Mobile relative to the handling of alcoholic beverages.

The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the Board and the Code/Ordinances of the City of Mobile relative to all alcoholic beverages received in this State. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County or Municipality in which the licensed premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him/her in connection with, adjoining, or adjacent thereto, whether connected or not, and whether used by him/her as his/her private dwelling or not, at any time.

The undersigned understands that should he or she violate any of the provisions of the Code of Alabama, Title 28, or any of the rules and regulations of the Alcoholic Beverage Control Board, his/her license shall be subject to revocation.

The undersigned understands that the City reserves the right to file for suspension, revocation or an objection with the Alabama Alcoholic Beverage Control Board to a license renewal for failure to follow the Alcoholic Beverage Control Laws of the State of Alabama and Codes/Ordinances of the City of Mobile or the creation of a nuisance. The undersigned further understands and agrees that no changes in the manner of operation, nature of owner and no deletion or discontinuance of any services or facilities as described in this application will be allowed without prior written approval of the City of Mobile and the Alabama Alcoholic Beverage Control Board.

Applicant for the Alcoholic Beverage license, requested by the foregoing applicant hereby swears or affirms that he/she has read said application and all the statements and facts set forth therein or in supporting documents are true and correct, and that, except as otherwise indicated herein, the applicant is the only person interested in the business for which license is requested.

In reference to ACT No. 80-529, I understand that if my application is denied or discontinued, I will not be refunded the filing fee required by this application.

| | |
|-------------------------------------|--------------|
| <u>Owner/Applicant Printed Name</u> | <u>Date</u> |
| <u>Owner/Applicant Signature</u> | <u>Title</u> |