



Procedures and Requirements for Alcohol License

1. All application must be fully completed and returned with supporting documents. Contact the Revenue Department to schedule an appointment. Every item on the application should be read carefully and completed. **Incomplete applications will not be accepted.**
2. Applications **could take up to 45-days** before approval is granted. If building is new or under renovation, approval from Development Services is required before an Alcohol License can be issued. The City adopted a new zoning ordinance on September 1, 2020. Please contact **Planning and Urban Design (Planning@savannahga.gov)** to determine if the zoning district requires a special use permit which must be considered by the Planning Commission and City Council prior to the issuance of an alcohol license.
3. All the following documents must be submitted at the time of filing. **Note:** If the applicant is not a Chatham County resident, the ABL Responsible Applicant must reside within 50-mile radius of the establishment; all applicants must provide the following documents:
 - Proof of United State Citizenship
(Certified U.S. Birth Certificate, Certificate of Naturalization, U.S. Passport, (*Marriage License for female*))
 - Proof of Chatham County Residency (Deed, lease, sublease, rental agreement or valid document showing applicant has legal access to the premises) **AND** Utility statement (Electric, Gas or Water invoice)
 - Authorization Release Form
 - Food and Alcoholic Affidavit **OR** Ancillary Package Store Affidavit
 - Savannah Police Department notification slip
 - Original Alcohol License if change of ownership/management
 - Proof of ownership, lease agreement, sublease or sale contract for business location
 - Typed copy of the Public Safety Plan
 - Proof of Dram Shop Insurance (\$1 million dollars) **OR** Proof of General Liability Insurance (\$1 million dollars)
 - Menu showing the food served for on-premises consumption
4. All applicants must be fingerprinted by Savannah Police Department Forensic Unit located at 78 Ross Rd. Contact 912-651-6700 option #5 for an appointment.
5. Businesses dispensing alcoholic beverage for consumption on-premises must contact Chatham County Health Department at 1395 Eisenhower Dr. or 912-356-2160 prior to submittal of alcohol license application.
6. Businesses dispensing alcohol for consumption off-premises must contact Department of Agriculture, available by telephone at (404)586-1411 prior to submittal of alcohol license application.

Notice: Applications will not be forwarded to the Clerk of Council to be scheduled for hearing before Mayor and Council until a fully completed application with all required supporting documents, affidavits, and all required fee are received in the Revenue Department. The alcohol license, when approved by the Mayor and Council will be issued when the applicant provides evidence of approval from Development Services. They must also submit the necessary documents and tax payments to acquire a business tax certificate for any business activity conducted in conjunction with their alcoholic beverage sales from that location.