



ALCOHOLIC BEVERAGE LICENSE APPLICATION CHECKLIST FOR CITY HALL

Upon Submittal:

Copy of official government issued photo identification (driver's license, passport, state issued ID card, etc.) for applicant and/or management designee

Current business license or business license application

Completed Alcohol license application

Survey (if requested)

Current lease agreement if rented or warranty deed if owner occupied

Statement, from City Clerk, that the applicant(s) have no outstanding debts, of any kind, to the City of Jonesboro

Managers, assistant managers, license representative & servers, etc., must complete a background check form at \$35 each (non-refundable)

Managers, assistant managers, license representative & servers, etc., must perform a finger print check at \$50 each (non-refundable)

Copy of Corporation (Inc.) or LLC papers if applicable

Proof of percentage of Alcohol sales and percentage of other miscellaneous sales

Copy of State License

SAVE Affidavit

Alcohol Server ID Card

New Businesses
(Must comply with page 1 and 2)

Zoning compliance

Proof of satisfactory inspections from the Fire Marshall, Health Department, Building Inspector, and City Code Enforcement Officer

Photographs and drawings of property and property entrances from nearest street fronts, must meet code requirements from nearest churches and schools

\$500 Application/Processing fee (non-refundable) and \$100 background check fee (non-refundable)

**Checks are to be made payable to the "City of Jonesboro".
Payments can also be made by cash (EXACT CHANGE ONLY).**

Nature and character of the proposed business

Must be approved by Mayor and City Council