

Name of Business: _____

ALCOHOLIC BEVERAGE LICENSE APPLICATION
CHECKLIST FOR CITY HALL

- Copy of official government issued photo identification (driver's license, passport, state ID card, etc.) for applicant and/or management designee
- Current business license or business license application
- Completed Alcohol license application
- Survey (if requested) (new businesses)
- 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 representatives & servers, etc., must complete a background check at \$35 each (non-refundable)
- Managers, assistant managers, license representatives & 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 inventory sales
- Employee list (names)
- Copy of State License
- SAVE Affidavit
- Alcohol ID Card (Badges) \$25 each annually

Reviewed By: _____

_____ Date

Approved By: _____

_____ Date