

HOW TO APPLY FOR AN ALCOHOL LICENSE

For Technical and Non-Technical Issues

Contact **ATL311.com** or **404-546-0311** to create a case.

HOW TO APPLY FOR AN ALCOHOL LICENSE

1. Using the Google Chrome browser, navigate to the [ATLCORE Business Licensing and Permitting Portal](#). To log in, click **Login** or **Register** (if you do not currently have an account) from the center of the home page or top right corner of the page.
2. To apply, click **START a NEW BUSINESS** from the center of the home page or **APPLY (NEW BUSINESS)** from the top navigation banner.

The screenshot shows the ATLCORE Business Licensing & Permitting Portal homepage. At the top left is the ATLCORE logo with the tagline 'BUSINESS LICENSING & PERMITTING PORTAL'. To its right is a 'REVIEW before you RENEW' banner for the '2024 Annual Business License Season'. The navigation banner includes links for Home, Before You Get Started, Apply (NEW Business), Renew, Pay Invoices, Map, Search, and Calendar. A blue banner below the navigation reads: 'Business/Email information changes? Still Have Questions? Contact ATL311.COM or 404-546-0311.' The main heading is 'Welcome to the City of Atlanta Self Service'. Below this is a 'BUSINESS LICENSE RENEWALS' section with a 'DID YOU KNOW?' icon, stating: '2024 GENERAL BUSINESS LICENSE RENEWALS - BEGINNING JANUARY 2, 2024. FAILURE TO RENEW BY FEBRUARY 15, 2024, WILL RESULT IN A \$500 PENALTY. FAILURE TO PAY BY APRIL 1, 2024, WILL RESULT IN A 10% PENALTY & 1.5% INTEREST ASSESSMENT ON UNPAID PRINCIPAL.' A yellow banner below states: 'Business licenses are valid from January 1 through December 31 of year issued. 2024 Renewal Requirement: Financial Documents are now required to support annual reported Gross Receipts.' A 'Helpful Guides' icon is on the left, and a 'Before you get started' icon is on the right. The main content area features a grid of service tiles: 'Pre-Zoning Check', 'Login or Register' (highlighted with a red box), 'Pay Invoice with Debit/Credit Card', 'Pay Invoice via Lockbox', 'Start a NEW Business' (highlighted with a red box), 'RENEW My License for EXISTING Business', 'APPLY for a NEW Alcohol License', and 'APPLY for a NEW Regulatory Permit'. A 'Login or Register' button is also visible in the top right corner.

Login or Register

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

3. Options to search for the license type you are applying for:
 1. Type the name of the application into the **Application Assistant Search Bar** and click the **Search Icon** or press **Enter** on your keyboard.
 2. Select your desired application from the list of available applications.
 3. Click **Apply** to begin the application process.

Application Assistant

Alcohol License - Consumed On-Premise



All

Trending

My History

LICENSES

PERMITS

> Show Categories

Show My Templates

Alcohol License - Consumed On-Premise

Category Name:

Alcohol License - Consumed On-Premise

Description:

A consumed on premise license is issued to an establishment in which liquor, beer, and/or wine are consumed on site.

Apply

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

4. Click on the dropdown box, to select or create the business for this application.

See **Corporation, General Partnership, Limited Liability Company, Limited Liability Partnership, Non-Profit, Sole Proprietorship.**

After selecting the company type, click the “+” plus icon to start the application process.

Apply for License - General Business License - Accommodation and Food Services

*REQUIRED

Select or create the business for this application

Select Company Type

Create New Business During Application

+

Select Company Type

Select Company Type

Corporation

General Partnership

Limited Liability Company

Limited Liability Partnership

Non-Profit

Sole Proprietorship

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

5. On the **Locations** section, under **Locations**, your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. A new window will open for you to enter your address details.

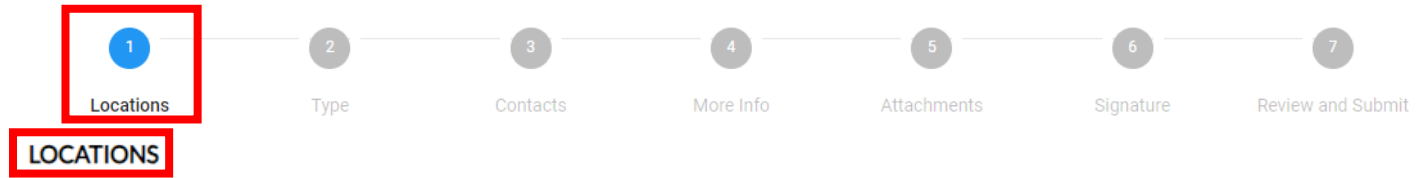
For addresses within the City of Atlanta, enter the address in the search bar, select add, select the address type.

For addresses located outside of the Atlanta area, manually enter the address, select save, and select the address type.

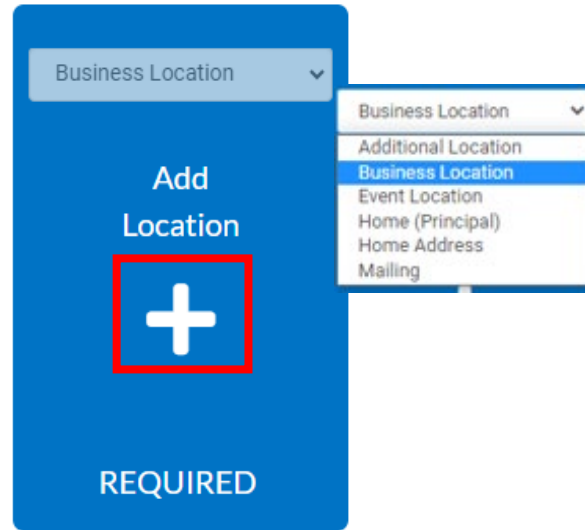
After saving your address details, click **Next**.

Apply for License - General Business License - Accommodation and Food Services

*REQUIRED



Your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. For addresses within the City of Atlanta, enter the address in the search bar, select add, select the address type. For addresses located outside of the Atlanta area, manually enter the address, select save, and select the address type.



[Back to Application](#)

Add Location

Address

Parcel

Add Address As

Business Location

Search

Enter Manually

Address Information

Search



Save Draft

Next

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

6. There are two different methods for adding an address to your business account:

You can **search** our GIS records for an address, or you can **enter the address manually**.

Searching for an Address

1. Make sure Address is selected and shown in blue, as the image to the right.
2. Enter the address in the search bar and click the search icon or press Enter on your keyboard.
3. Returned results will be displayed below the search bar.

[← Back to Application](#)

Add Location



Add Address As



Address Information

Search 

Manually Adding an Address

1. Make sure Address is selected and shown in blue, as shown on the image.
2. Click Enter Manually and complete the address fields. Save your address to proceed.

Note: **Enter Address** field is another field used to search for an address. Skip this field when adding an address manually.

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

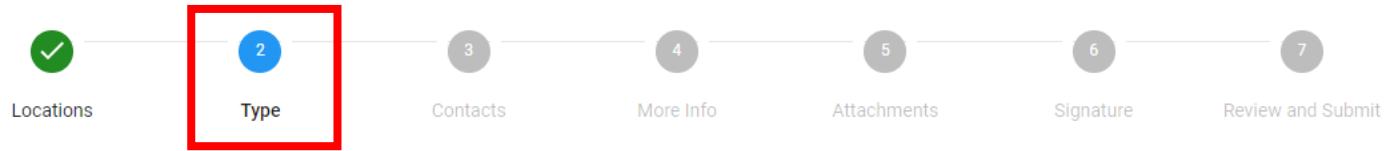
7. On the **Type** section, under **Business Details**, please complete your application in its entirety.

Note: The **Company Name** is the name filed with the state/legal name of your business. The **DBA** is the Operating/Trade Name of business.

To prevent a delay in processing, enter your business description and TIN/Tax I.D. number.

Apply for License - Alcohol License - Consumed On-Premise

*REQUIRED



BUSINESS DETAILS

Please complete your application in its entirety.

Note: The **Company Name** is the name filed with the state/legal name of your business. The **DBA** is the Operating/Trade Name of business.

STATE REGISTRATION REQUIRED
Registration with the State's Alcohol License Division is required before submitting an application with the City of Atlanta.
State Confirmation Number will be Required to submit this application.
Click Here To access State's Alcohol Licensing Division

* Company Type

* Company Name

Business Description

DBA

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

LICENSE DETAILS

• License Type

General Business License - Accommodations

• Description

8. **License Type** – Verify for accuracy. If incorrect, cancel application and restart with correct professional type.

9. **Description** – Include the description of the license that corresponds with the license type.

Click **Next**, to proceed.

Back

Create Template

Save Draft

Next

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

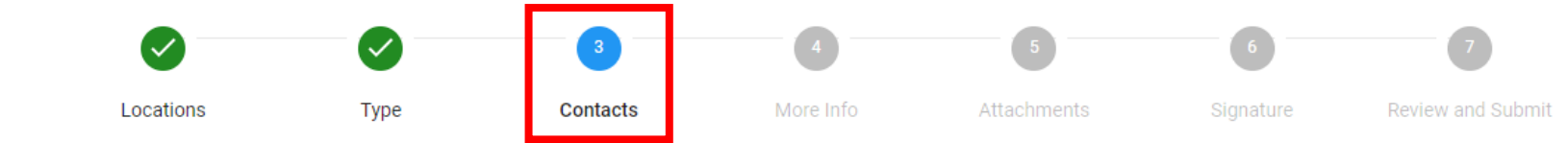
10. On the **Contacts** section, under **Contacts**, please click + **Add Contact** and list the licensee, manager, and owner(s) of the business.

If corporation, please add the first 5 principal owners/officers as contacts.

Failure to submit the required information, will result in a delay in processing your application.

Apply for License - Alcohol License - Consumed On-Premise

*REQUIRED



CONTACTS

Please click + **Add Contact** and list the licensee, manager, and owner(s) of the business.

If corporation, please add the first 5 principal owners/officers as contacts.

Failure to submit the required information, will result in a delay in processing your application.

Four blue panels for adding contacts. Each panel has a title, 'Add Contact' text, a white plus sign in a red box, and a 'REQUIRED' label at the bottom. The fourth panel includes a 'Select Type' dropdown menu.

- Agent: Add Contact (+) REQUIRED
- Business Owner: Add Contact (+) REQUIRED
- Manager: Add Contact (+) REQUIRED
- Select Type: Add Contact (+)

Back Create Template Save Draft **Next**

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

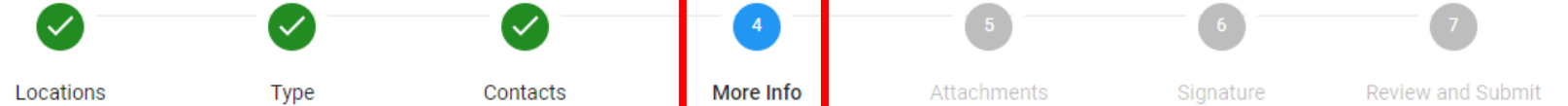
11. On the **More Info** section, under **More Info**, please complete your application in its entirety.

Failure to complete all non-required fields may result in a delay in processing your application.

Click **Next**, to proceed.

Apply for License - Alcohol License - Consumed On-Premise

*REQUIRED



MORE INFO

Please complete your application in its entirety. Failure to complete all non-required fields may result in a delay in processing your application.

General Info

[Next Section](#) | [Top](#) | [Main Menu](#)

Do you already have a General Business License #?

Is this a Non-Profit? If so, check here.

Estimated Gross Revenue (\$)

\$

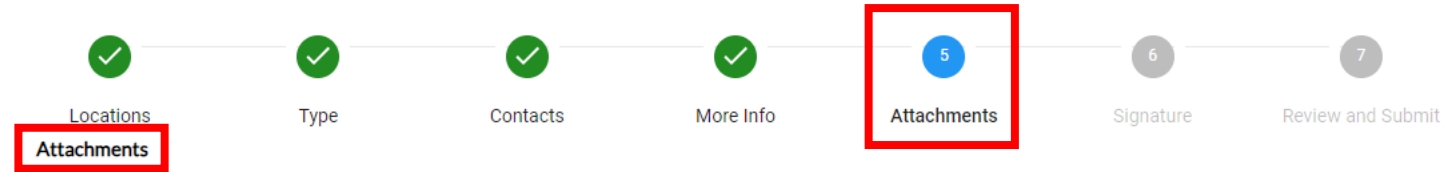
Number of Employees

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

Apply for License - Alcohol License - Consumed On-Premise

*REQUIRED

12. On the **Attachments** section, under **Attachments**, Click the **+ Add Attachment**, upload the document from your computer, select the document type and save. Repeat the process until all of the required documents are successfully uploaded.



Required Documents: Click the **+ Add Attachment**, upload the document from your computer, select the document type and save. Repeat the process until all of the required documents are successfully uploaded.

- Consent Form
- Personal History Form
- Government Issued ID
- S.A.V.E Affidavit - **THE FORM MUST BE NOTARIZED.**
- E-Verify Affidavit - **THE FORM MUST BE NOTARIZED.**

PLEASE REFER TO THIS LINK TO VIEW THE "REQUIRED FORMS CHECKLIST": [Annual Alcoholic Beverage License Forms](#)

FAILURE TO SUBMIT ALL OF THE REQUIRED FORMS WILL RESULT IN A DELAY IN PROCESSING YOUR APPLICATION.

The screenshot shows a user interface for adding attachments. There are four blue buttons, each with a white plus sign and the text 'Add Attachment'. Each button is labeled with a document type: 'GBI Consent Form', 'SAVE Affidavit', 'Valid Government Issued ID', and 'eVerify Affidavit'. Below each button, it says 'REQUIRED' and lists supported file formats: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf. Below these buttons is a 'Select Type' dropdown menu and another 'Add Attachment' button. At the bottom right, there is a 'Next' button highlighted with a red box, along with 'Back', 'Create Template', and 'Save Draft' buttons.

FAILURE TO SUBMIT ALL OF THE REQUIRED FORMS WILL RESULT IN A DELAY IN PROCESSING YOUR APPLICATION.

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

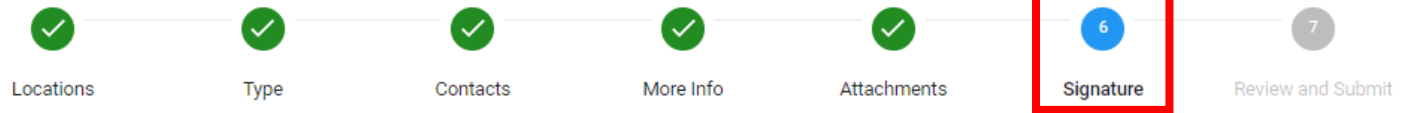
13. On the **Signature** section, under **Signature**, type your **name** to provide consent.

14. Slide the blue tab to enable **Type Signature**. Type applicant's name.

Click **Next**, to proceed.

Apply for License - Alcohol License - Consumed On-Premise

*REQUIRED



SIGNATURE

The City is hereby in receipt of your submission of the requisite documents in accordance with Sec. 30-57 of the Municipal Code and the accuracy and completeness of the information contained therein. The City of Atlanta ("City") conducts an ongoing review of these documents which may require supplemental responses from the Certificate holder. Failure to timely respond and/or providing any false information may result in imposed penalties, fees, or suspension of the Certificate.

* Please type your name as consent to electronically sign this application.

John Alpha

Enable Type Signature



John Alpha

Joe Alpha
December, 15 2023

X *John Alpha*

Back

Create Template

Save Draft

Next

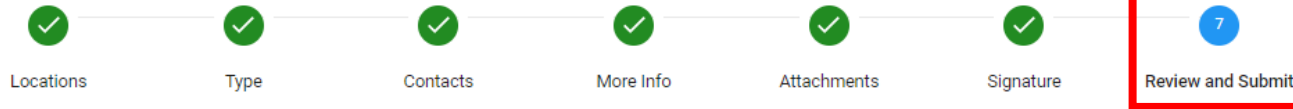
HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

15. On the **Review and Submit** section, review all application details prior to clicking **Submit** to submit your application.

16. After clicking the submit button, a confirmation message will appear with a link to your pending license. Click **Continue to License**, to proceed.

Apply for License - General Business License - Accommodation and Food Services

*REQUIRED



✔ Your application was successfully submitted!

New License Applications: Once you successfully submit your new license application and remit payment for your registration and zoning fees (as applicable), the Office of Revenue will review your online submission and prepare your occupational tax bill. You will receive an email notification informing of your invoice. After your occupational tax payment is received, you will be able to print your new license! Renewal Applications: The Office of Revenue will review your online submission and prepare your occupational tax bill. You will receive an email notification informing of your invoice. If you are alerted that there is a hold on your account, we will contact you to discuss and provide instructions for next steps. After your occupational tax payment is received, you will be able to print your new license

[Continue to license](#)

Locations

Business Location

Basic Info

Company Name

Company Type

Business Description

DBA

Location

License Type

Description

Industry Classification(s)

Applied Date

Estimated Receipts

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

17. Your **License Number** will appear in the top left corner.

Note message on pink banner (*messages may vary from the messages shown*)

The **Status** of your application is in the blue shaded section.

License Number: ALCO-1123-23508

- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Type:

District:

Applied Date:

11/30/2023

Account Number:

Issued By:

Period Start Date:

Status:

Expiration Date:

Description:

Business

Locations

Inspections

Attachments

Contacts

Classifications

More Info

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Business

Company Name:

DBA:

Open Date:

Company Type:

Status:

Submitted

Closed Date:

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)

18. When the Billing team has completed processing your application, your invoice can be found on the **My Work** tab, under **My Invoices**. Select the invoice, click **Add to Cart** to pay applicable invoice, select **Check Out**.

Dashboard Home Before You Get Started Apply (NEW Business) Renew **My Work** Pay Invoices Map Search Calendar **1**

My Work

MY INVOICES MY LICENSES

Search... Export to Excel

Add To Cart Display Unpaid ▼ for All Invoices ▼

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/>	INV-00138033	\$150.00	11/30/2023	Invoiced, Past Due	ALCO-1123-23507	1234 Stop

19. From the shopping cart, you can **Remove** the invoice or select **Check Out** to proceed to the payment screen.

Shopping Cart

Total \$150.00

Check Out

Invoice: INV-00138033 Description: ALCO-1123-23507
Due Date: 11/30/2023

Case Number	Project	Case Address	Amount Due
ALCO-1123-23507		1234 Stop	\$150.00

\$150.00

Remove

Top | Main Menu

Total \$150.00

Check Out

HOW TO APPLY FOR AN ALCOHOL LICENSE (cont'd)



Atlanta, GA

Order Number: 92023

Thursday, May 25, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00138033	ALCO-1123-23507	1		
			Item Total:	
			Order Total:	

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Card Type	Card Number	Expiration Date	
Select one... ▼	<input type="text"/>	Month... ▼	Year... ▼
CVV Code			
<input type="text"/>			

Pay Now - \$125.00

Cancel

20. Enter your payment information to complete your transaction. Select **Pay Now** to process your payment.

NOTE: Once your payment is received, your license application can be processed.

For Technical and Non-Technical Issues

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