

HOW TO RENEW AN ALCOHOL LICENSE

For Technical and Non-Technical Issues

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



HOW TO RENEW 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 renew, click **RENEW My License for EXISTING Business** from the center of the home page or top navigation banner on the page.

ATLCORE
BUSINESS LICENSING & PERMITTING PORTAL

REVIEW before you RENEW 2024 Annual Business License Season is Coming

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

Business/Email information changes? Still Have Questions? Contact ATL311.COM or 404-546-0311.

Welcome to the City of Atlanta Self Service

BUSINESS LICENSE RENEWALS
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

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.

Helpful Guides

Before you get started

Pre-Zoning Check
Find out if your business location is within the City of Atlanta.

Login or Register
Login to an existing or create a new account. You can also find help if you forgot your login information.

Pay Invoice with Debit/Credit Card
Use this tool to pay for invoices.

Pay Invoice via Lockbox
Use this tool to pay for individual invoices via the Lockbox.

Start a NEW Business
NEW General Business License, Financial Institution, Insurance, Professional License

RENEW My License for EXISTING Business
This tool can be used to RENEW an EXISTING Business License and Permit ONLY.

APPLY for a NEW Alcohol License
NEW Alcohol License, Change of Agent, Temporary Alcohol License, Special Event Alcohol License

APPLY for a NEW Regulatory Permit
NEW Health Establishment Permit, Massage Permit, Commercial Recreation, Adult Entertainment, Vehicle Immobilization

HOW TO RENEW AN ALCOHOL LICENSE (cont'd)

3. From **My Work – My Licenses**, locate your license. Click the blue **Renew** button.



RESURGENS ATLANTA 1991
ATLCORE
BUSINESS LICENSING & PERMITTING PORTAL

REVIEW before you RENEW
2024 Annual Business License Season is Coming

Click Here

Dashboard Home Before You Get Started Apply (NEW Business) Renew **My Work** Pay Invoices Map Search Calendar 3

My Work

MY INVOICES

MY LICENSES

License Number	Renew	Name	DBA	Address	Status	Type	Applied
ALCO-1123-23507	Renew				Expired	Alcohol License - Consumed ...	11/30/2023

HOW TO RENEW AN ALCOHOL LICENSE (cont'd)

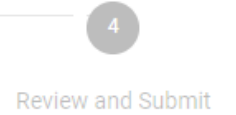
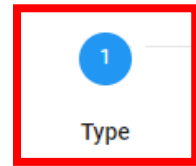
4. The **Type** section, under **LICENSE DETAILS** displays your **License Type** and **Description**.

Note: Review for accuracy. *(You cannot make changes.)*

Click **Next**, to proceed.

Renew License - Alcohol License - Consumed On-Premise

*REQUIRED



LICENSE DETAILS

Review and Select **Next**.

License Type

Alcohol License - Consumed On-Pren

Description

Next

HOW TO RENEW AN ALCOHOL LICENSE (cont'd)

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

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

Click **Next**, to proceed

Renew License - Alcohol License - Consumed On-Premise

*REQUIRED



Type

2

More Info

3

Attachments

4

Review and Submit

MORE INFO

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

Wholesale Distributor Information: Select the wholesale distributor for each type of alcohol sold or served at the establishment. If the establishment does not sell/serve a specific type of alcoholic beverage, select N/A. If the company that you use is not listed, select other and use the form below to provide the distributor information.

*Distributor(s) of Liquor (Choose all that apply)

- 12 SPIES VINEYARDS & FARM LLC
- A B BEVERAGE COMPANY INC
- ALBANY BEVERAGE COMPANY
- ARTISAN BEVERAGES OF GEORGIA, LLC

HOW TO RENEW AN ALCOHOL LICENSE (cont'd)

6. 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 RENEW AN ALCOHOL LICENSE (cont'd)

7. 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...

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

8. 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

Remove

Top | Main Menu

Total \$150.00 **Check Out**

HOW TO RENEW 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

9. 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.

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