

ALCOHOLIC BEVERAGE LICENSES

APPLYING FOR AN ALCOHOLIC BEVERAGE LICENSE:

Applications for Alcoholic Beverage licenses are taken **by appointment only** at the office of the Tax and License Administration (Revenue) Division located at:

Room TL-100, City Hall
710 North 20th Street
Birmingham, AL 35203
Phone: (205) 254-2198
Fax: (205) 254-2963

No alcoholic beverage license applications can be taken without an appointment. To schedule an appointment please call (205) 254-2198.

DOCUMENTS/INFORMATION REQUIRED TO BEGIN AN APPLICATION:

The following information and/or documents relate to the process of applying for (1) a new alcoholic beverage license or (2) the transfer of an existing alcoholic beverage license.

- ✍ An application for an alcoholic beverage license can only be made by the owner, partner, or an officer of the applying corporation or the corporation may designate an agent by legal Power of Attorney.
- ✍ A legal domestic corporation must provide the following:
 - Articles of Incorporation
 - Copy of valid driver's license on all officers
 - Social Security Number on all officers
 - Current residence address for all officers
 - Length of time at current residence for all officers
 - Date and place of birth for all officers
- ✍ An out-of-state corporation must also provide a copy of the Certificate of Authority from the Secretary of State, State of Alabama.
- ✍ A sole proprietorship or partnership must provide:
 - Valid driver's license on owner or all partners
 - Social Security Number on owner or all partners
 - Current residence address on owner or all partners

Length of time at current residence for owner or all partners
Date and place of birth for owner or all partners

- ✍ A copy of the signed lease agreement, in the name of all applicant(s), on the premises for which the application is being made
- ✍ For property owned or being purchased by the applicant, a copy of the bill of sale, sales agreement, property tax records, or other proof of ownership by the applicant must be provided.
- ✍ Detailed drawing or sketch of premises, inside and out, showing entrances, exits, location of kitchen area, bar area, cash register(s), distance to streets and parking area.
- ✍ To transfer an existing alcoholic beverage license, both the owner and applicant **must** sign a "*transfer agreement*" with the City of Birmingham and State of Alabama ABC Board and provide copies of the current City and State licenses.

WHAT TO EXPECT AFTER YOUR APPLICATION HAS BEEN FILED

Your application for an alcoholic beverage license will be processed by the Tax and License Administration (Revenue) Division and reviewed for approval/denial by the City Council, its representatives and agencies. This process takes approximately 6-8 weeks.

A copy of your application will be forwarded to the Administrative Vice Section of the City of Birmingham Police Department for investigation. A report of their findings is forwarded to the Public Safety Committee of the City Council.

The Public Safety Committee meets the first and third Tuesdays of the months at 3:30pm in the City Council Chambers. The committee will review the application and recommend approval/denial to the City Council. **Applicants are required to attend this meeting.** The City Council office will notify you by mail of the date and time scheduled for the review of your application.

The committee takes into consideration the information provided by the Police Department, as well as concerns voiced by the local community through the Neighborhood Associations. It is ***strongly advised*** that all applicants contact their Neighborhood Association to answer any questions or concerns of the community. To obtain the name of a contact person and phone number for your Neighborhood Association, call the Department of Community Development at (205)254-2564.

The applicants of certain classifications of alcoholic beverage licenses may be required to provide off-street parking. To determine the parking and zoning requirements of your location, contact the Department of Planning, Engineering, and Permits at 205 254-2288.

In most instances, inspections will be performed by the Fire Department, the Planning, Engineering,

and Permits Department, and the County Health Department. Other inspections or reviews may also be necessary. The reports generated by these inspections, as well as any others required to process your application, are forwarded to the Tax and License Administration Division, and must indicate clearance or approval, as the case may be, before an alcoholic beverage license can be issued. This is the case even if you have obtained approval of your application from the City Council.

Once your application has been approved by the Council, a resolution is prepared by the City Clerk's Office and forwarded to the Tax and License Administration (Revenue) Division within ten (10) business days from the date of the Council's action on your application. You will be contacted by the Tax and License Administration (Revenue) Division at that time and advised of the final requirements necessary (1) to complete the processing of the application, and (2) to issue the appropriate licenses for your business.