



**CITY OF MOBILE
MOBILE, ALABAMA**

ALCOHOLIC BEVERAGE APPLICATION

*****Internal Procedures and Instructions*****

APPLICANTS SHOULD SUBMIT AN APPLICATION TO THE ABC BOARD PRIOR TO RETURNING THE CITY'S APPLICATION TO THE CITY OF MOBILE REVENUE DEPARTMENT.

- 1. Receive the ABC Board's application from the ABC Board. Applicant can call Alabama Beverage Control (ABC), (251) 653-0015, for their requirements.**
 - a. If this is a new applicant, applicant should contact our office.
 - b. If this is a transfer, whether it be owner or location, applicant will apply for a license with the City and must be approved by council.
 - i. Verify that the previous company/owner is up to date will all tax and licenses. If not, make contact for them to become compliant.
 - ii. If the new applicant already has non alcohol related licenses, make sure they are up to date on all taxes and licenses.
Receive the ABC Board's application.
- 2. When the new applicant contacts us, give instructions on the City application process. A written copy of this process should be emailed with a read receipt, to the applicant.**

Applications will require approximately 2-4 weeks to process after application and all required documentation has been submitted.
- 3. Have the applicant submit all required documents for review. This can be done by email.**
- 4. Once completed signed application & packet is returned and approved, set an appointment for final steps of the application process.**
 - a. Take \$50 (non-refundable) application fee - NAICS -
 - b. Give date for City Council Agenda (contact City Clerk for this date)
 - i. submit application to the Office of the City Clerk

Alcohol Application Procedure

Applicants should submit an application to the ABC Board prior to returning the City of Mobile application.

1. Applicant should call the following concerning signs, fire inspections or health inspections: Mobile County Board of Health----- (251) 690-8158
Sign Ordinance & Zoning----- (251) 208-5895
Fire Inspection----- (251) 208-7484
2. A copy of the application is sent to the police department in order to process background checks on the owners, partners or corporate officers of the business. We will issue a sign to be placed on the property as a public notice listing the date the application will be voted on by the City Council. The sign is usually displayed from time of application until council approves/denies.
3. The City Council votes on the application. If denied, the Office of the City Clerk will notify the applicant. If approved, the approval letters will be sent to the City Council for signatures.
4. Signed approval letters are then returned to the Revenue Department, and the applicants are notified that the letters are ready to be taken to the **State A B C Board, located at 5660 Highway 90 W, Theodore, AL 36582.**
5. **SIGNED LETTERS ARE RELEASED TO LICENSED BUSINESSES ONLY.** If the applicant has not obtained a business license prior to Council approval, the letters will be held in the revenue department until the license is obtained.
6. NEW BUSINESSES NEED TO CONTACT :
 - A. **CITY FIRE INSPECTIONS AT (251) 208-7484**
 - B. **MOBILE COUNTY BOARD OF HEALTH AT (251) 690-8158**
7. Signed letters will only be released to parties of the application (**OWNERS, PARTNERS OR CORPORATE OFFICERS**). Anyone else is required to have a notarized power of attorney from one of the above.

**Required Information
For All City of Mobile
ABC License Applications**

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL ABC LICENSE APPLICATIONS:

- (1) **A copy of the State ABC Application.**
- (2) Full name, home address, length of time at present address, Social Security number, driver's license number, date of birth, place of birth, and home telephone number. **Each owner, partner or corporate officer must be included on the application, and each must be at least 21 years old.**
- (3) Record on page 7, the true, correct and complete criminal record for the past ten years on every party to the application (Sole Proprietors, Partners, Corporate Officers). **This information must include all records of any charges except minor traffic violations.** In supplying this information, include the charge (whether or not there was a conviction), date of charge, name of court, and the court disposition of each case.
- (4) Corporations and LLCs must provide a copy of Articles of Incorporation or Organization that includes recording information (RP Book #, Page # and date of recording in Probate office) if incorporated in Alabama. If incorporated outside of Alabama, we must have a copy of the Certificate of Authority to do business in Alabama.
- (5) **A signed & notarized lease property ownership agreement (page 10 included in packet) and copy of lease or deed for property to be licensed. The applicant must be shown as lessee or owner on the agreement and the lease or deed. If the application is in the corporation or partnership name, the lease must reflect this.**
- (6) Full description, including the dimensions or square footage & seating capacity of the premises for which a license is desired. **A LEGAL description of the property, as it appears in the deed, must be included with the packet.**
- (7) For all applicants located inside the City limits a site diagram of the property must be submitted with the packet. The diagram should include: (a) the lot and dimensions; (b) the building size and location on the lot; (c) the size and location of each parking space which is drawn off on parking lot with paint; (d) location & width of driveways to the property; (e) location & width of parking aisles. **The site diagram will be retained in the Zoning Department.**
- (8) A valid photo I.D must be provided for proof of identification: drivers license, non-drivers license or pass-port. Completed application packet must be returned in person to the Revenue Department
- (9) Applications are signed in front of Revenue Department employee completing the application. The sole owner, a partner or corporate officer may sign application. Any designated representative must have notarized power of attorney in order to sign the application.

INFORMATION SHEET

Contact Person: _____ Phone #: _____

Business Name: _____

Corporation Name: _____

Business Address: _____

NOTE: If a corporation, give place & date of incorporation or issuance of certificate to do business in Alabama. _____ County _____;
(Enter book and page or document info)

Date _____
(Incorporation or Authority)

Is business equipped with table & chairs? _____ Building seating capacity; _____

Does the premises have a fully equipped and operational kitchen? _____

Is the place of business habitually used to serve food to the public? _____

If not kitchen equipped, is any type of food served? _____ If yes explain:

Square Feet of building _____

For a SPECIAL EVENT, list dates: from _____ to _____.

Type of Event _____.

IF OPERATING AS A PRIVATE CLUB:

- ⇒ Does club charge & collect dues from elected members? _____
- ⇒ How many paid-up members are there in the Club? _____
- ⇒ Are regular meetings held? _____ If so, when? _____
- ⇒ Is business conducted through officers regularly elected? _____
- ⇒ Are members admitted by written application, investigation & ballot? _____
- ⇒ For what purpose is the Club organized & operated. Social ___; Patriotic ___;
Political ___; Athletic ___.
- ⇒ Does the property used, as well as the advantages, belong to all the members? _____
- ⇒ Does the Club maintain in the establishment a special space & accommodation where, in consideration of payment, food, with or without lodging is habitually served? _____
- ⇒ Do the operations of the Club inure to the benefit of any individual members, officers, directors, agents, or employees rather than to the benefit of the entire membership?
_____.

OWNERS INFORMATION SHEET

Each owner, partner or corporate officer must be included on the application and each must be at least 21 years old.

Name of Applicant(s): _____
Note: Your corporation or LLC's name will be the Applicant

(Check One) () Sole Proprietorship () Corporation () Partnership () LLC

Fill in information below for Sole Proprietor, Partnership, Corporate Officer or LLC Members

Full Name (First, Middle, Last) _____

Social Security # _____ Race: _____ Sex: ()M ()F

Driver License# _____ State _____

Title (i.e. Owner, President, Member) _____

Date of Birth ____ / ____ / ____

Place of Birth _____
County State Nation

Present Address: _____
Street Address (Apt#) City State Zip Code

Length of Time at Address: _____ Home# _____ Cell# _____

Full Name (First, Middle, Last) _____

Social Security # _____ Race: _____ Sex: ()M ()F

Driver License# _____ State _____

Title (i.e. Owner, President, Member) _____

Date of Birth ____ / ____ / ____

Place of Birth _____
County State Nation

Present Address: _____
Street Address (Apt#) City State Zip Code

Length of Time at Address: _____ Home# _____ Cell# _____

Full Name (*First, Middle, Last*) _____

Social Security # _____ Race: _____ Sex: ()M ()F

Driver License# _____ State _____

Title (*i.e. Owner, President, Member*) _____

Date of Birth _____ / _____ / _____

Place of Birth _____
County State Nation

Present Address: _____
Street Address (Apt#) City State Zip Code

Length of Time at Address: _____ Home# _____ Cell# _____

Full Name (*First, Middle, Last*) _____

Social Security # _____ Race: _____ Sex: ()M ()F

Driver License# _____ State _____

Title (*i.e. Owner, President, Member*) _____

Date of Birth _____ / _____ / _____

Place of Birth _____
County State Nation

Present Address: _____
Street Address (Apt#) City State Zip Code

Length of Time at Address: _____ Home# _____ Cell# _____

IF ANY FALSE INFORMATION IS GIVEN OR IF ANY INFORMATION IS OMITTED ON THIS INFORMATION PACKET OR THE CITY OF MOBILE ALCOHOLIC BEVERAGE APPLICATION, YOUR APPLICATION WILL BE VOIDED AND TAKEN UNDER ADVISEMENT BY THE CITY OF MOBILE

EXPLANATION OF LAW VIOLATION

LIST BELOW ALL THE COURT RECORDS FOR THE LAW VIOLATIONS, OF EACH PERSON(S) LISTED ON THE CITY OF MOBILE ALCOHOLIC BEVERAGE APPLICATION, INCLUDING SOLE APPLICANT, PARTNER, OFFICER, OR MEMBER. (DO NOT INCLUDE TRAFFIC OFFENSES EXCEPT FOR DUI) (If none, state "NONE" beside each person's name)

NAME	DATE	VIOLATION	JURISDICTION	DISPOSITION

I certify that the above information is correct and true.

_____ **Date:** _____
Signature & Title

PROPERTY OWNERSHIP

Name of Property Owner/ Lessor: _____
(The person(s) or company that holds the deed or who is in control of the property)

Property Owners / Lessors Address: _____

IF ANY FALSE INFORMATION IS GIVEN OR IF ANY INFORMATION IS OMITTED ON THIS INFORMATION PACKET OR THE CITY OF MOBILE ALCOHOLIC BEVERAGE APPLICATION, YOUR APPLICATION WILL BE VOIDED AND TAKEN UNDER ADVISEMENT BY THE CITY OF MOBILE.

EMAIL TO: planning@cityofmobile.org (Subject line of the email should say: "Liquor license application: insert street address. For any further questions about this form, please call Build Mobile at 251-208-5895).

RE: ALCHOLIC BEVERAGE APPLICATION FILE

Request for zoning permission to process an alcoholic beverage application, (subject to approval by City Council and issuance of Zoning Certificate).

(Type of alcoholic beverage license)

To be used in a/an _____
(Type of business)

(Name of applicant whether individual, corporation, etc.)

(Location address for application)

Mobile _____ AL _____
City _____ State _____ Zip _____

(Square feet of business)

Note: You must provide a drawing of the site to the Planning & Zoning representative for a review of the parking facilities. The drawing must illustrate the lot and dimensions, the building size and location, the size and location of each parking space and access (driveways) and aisles.

URBAN DEVELOPMENT DEPARTMENT

Zoning _____ Parking Provided _____

Parking Required _____ Compliance: _____ Yes _____ No

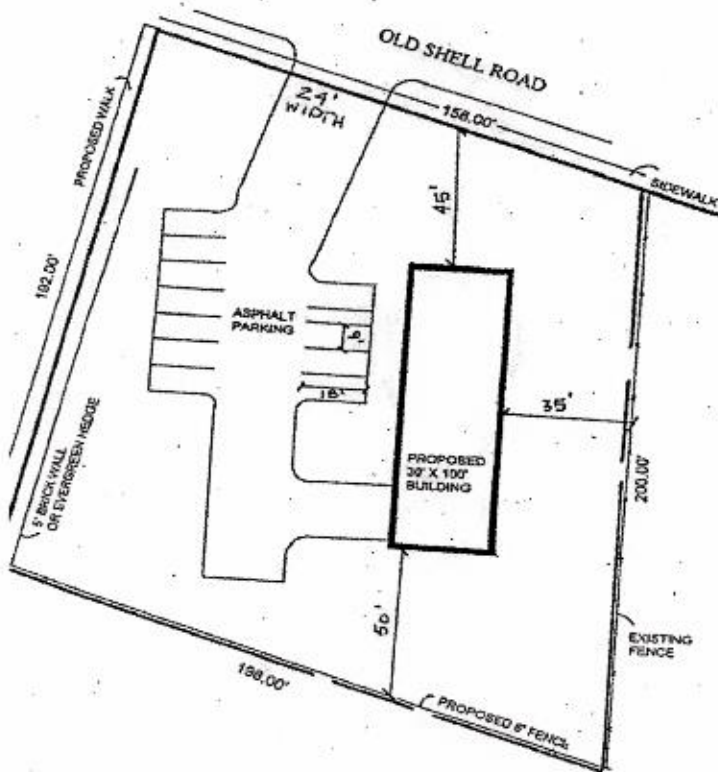
(Signed by Urban Development Dept)

Date

EXAMPLE OF DRAWING FOR URBAN DEVELOPMENT

- #1 The drawing must illustrate the lot and dimensions.
- #2 The building size and location on lot.
- #3 The size and location of each parking space which is drawn off on parking lot with paint.
- #4 Show location and width of driveways to the property.
- #5 Show parking aisles on drawing and give width.

SEE DRAWING EXAMPLE BELOW



- A. Drawing does not have to be drawn to scale.
- B. DIMENSIONS, FIGURES, OR MEASUREMENTS GIVEN MUST BE ACCURATE.

LEASE-PROPERTY OWNERSHIP AGREEMENT

This is to certify that I am the property owner, or that I have legal control of the property described herein located in the city or county of MOBILE and in the county of

MOBILE, State of Alabama.

DESCRIPTION OF PROPERTY: (MUST HAVE LEGAL DESCRIPTION - call the Map & Plat room at Mobile County Revenue Dept. at 574-8535)

The above described property is () owned, () leased, () sub-leased, or otherwise surrendered to _____ who has applied for an **Alabama Alcoholic Beverage License** at the above location.

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public

Property Owner

Date

My Commission Expires

Licensee

Date

**AGREEMENT TO POST PUBLIC NOTICE SIGN ON
PROPERTY**

I hereby agree to post a sign on my property notifying the general public that an application for the sale of alcohol is being considered for this location. I understand that I will post and maintain said sign and remove the sign after the application is considered by the City.

_____	_____
Date	Owner of Property (Signature)

	Print Name of Property Owner

	Address

	City State Zip

I agree that I will not remove or discard the sign until after the application is considered by the City of Mobile council.

_____	_____
Date	Applicant's Signature

	Print Name of Applicant

	Address

	City State Zip