



Alcohol Beverage Handling Permit Procedure UDO Section 10-62

The Alcohol Licensee for the establishment must insure that any manager or employee involved in the selling of alcoholic beverages at package stores and all persons involved in the sales or service of alcoholic beverages at businesses which hold a license to sell alcoholic beverages for on premises consumption obtains an **alcoholic beverage handling permit** within ten calendar days after their first work day.

Step 1 Applicant shall complete the application provided along with documentation and submit to Planning & Development

Step 2 Planning & Development checks the application to make sure all required documentation is in the packet and that all fees due are paid.

Step 3 If packet is complete, the applicant will pay the \$41 fingerprint fee. The applicant will take the Fingerprint request form with the signed receipt for payment (signed by P&D staff) to the Sheriff's Office and provide complete set of fingerprints for GBI (GCIC) & FBI criminal history record information (CHRI) (Sheriff's Office charges a \$5 fee)
(at renewal time the applicant shall authorize the county to request a new CHRI by signing the consent form)

Step 4 The results of the CHRI will be hand delivered to Planning & Development.

Step 5 If permit is approved, a picture ID will be issued. *(Renewals are one year from the date of issuance)*

Step 6 Within 90 calendar days of obtaining an alcoholic beverage handling permit, employees are required to provide proof of satisfactory completion of Responsible Alcohol Sales and Service (RASS)

Note: Alcoholic Beverage handling permit is to be renewed annually by the date of issuance.

Note: RASS certificate to be renewed every 3 years. A copy of the certificate must be on location of employment along with a current ID badge. Alcohol licensee must submit a copy of each employee with the renewal of the Alcoholic Beverage License.

Note: RASS classes will be held the 2nd Monday of each month 6:30 PM until 8:30 PM. Location to be announced.