



IMPORTANT NOTICE

2026 RENEWAL: Retail Consumption on the Premises License - FULL

Your 2026 Alcoholic Beverage License renewal is due by Friday, October 31, 2025. Any renewal application not filed by November 15, 2025 will be assessed a late filing fee of **\$250.00 per month.**

Your 2025 Alcoholic Beverage License expires at midnight on December 31, 2025. Failure to renew your license by December 31, 2025 will require you to re-apply for a new license and appear before the Alcohol Beverage Licensing Board before you can serve or sell alcohol in your establishment. The earliest available meeting will be held on Thursday, January 8, 2026.

IF YOU DO NOT RENEW BY DECEMBER 31, 2025, YOU WILL NOT BE ABLE TO SELL ALCOHOL AT ALL UNTIL THE NEW LICENSE IS ISSUED (January 8, 2026 at the earliest.)

Payment in full is required with the submission of the renewal application. In addition, any monies due the City of Roswell must be paid as applicable – occupation tax, excise tax, property tax, utility and sanitation fees.

No exceptions.

Submit renewal application and payment in person or by mail:

City of Roswell
Alcohol Licenses
38 Hill Street, Ste. 110
Roswell, GA 30075



ALCOHOLIC BEVERAGE LICENSE RENEWAL 2026

RETAIL CONSUMPTION ON THE PREMISES LICENSE - FULL

OCTOBER 1, 2025

CITY OF ROSWELL NOTICE

YOUR CURRENT LICENSE EXPIRES DECEMBER 31, 2025.

A **FULL POURING LICENSE** is required for retail sale of distilled spirits, wine, and beer by the drink. Please use the attached forms to renew your **FULL POURING LICENSE** for calendar year 2026

2026 License Fees:

- () FULL POURING LICENSE, **NO SUNDAY SALES**: \$3,500
- () FULL POURING LICENSE with SUNDAY SALES: \$4,000
- () HOME DELIVERY OF ALCHOLIC BEVERAGES: \$100
- () AFTER NOVEMBER 15, 2025, LATE FEE: \$250 per month

- All liquor, wine and malt beverage license holders are notified that requests for license renewals must be made during the month of October to ensure renewal requests are in proper form to be presented to the Alcohol Beverage License Board on **Thursday, December 4, 2025**
- If the ownership or licensee for the premises changes, you must apply for a new alcohol license.
- Any outstanding excise tax or other delinquent charges owed to the city, or noncompliance with the TIPS training requirement may delay the renewal of your license.
- IF YOU ARE NOT RENEWING YOUR LICENSE, RETURN ONLY THE "NON RENEWAL AFFIDAVIT" INCLUDED IN THIS PACKET.

REQUIRED ATTACHMENTS:

- Most recent State Alcohol License
- TIPS Certificate if you completed training in 2025

RETURN BY OCTOBER 31, 2025

AFTER NOVEMBER 15, ADD \$250 PER MONTH LATE FEE

PLEASE READ THE ALCOHOL ORDINANCE AT:

www.roswellgov.com/AlcoholOrdinance



Return this document only if you are NOT renewing your alcoholic beverage license.

**ALCOHOLIC BEVERAGE
LICENSE NON-RENEWAL
AFFIDAVIT**

2026

Name and address of Alcoholic Beverage Establishment:

Personally appeared before me _____
Licensee (print name)

who, after being duly sworn, says the following:

This verifies my intent NOT to renew the ALCOHOLIC BEVERAGE LICENSE
for

the year 2026 for _____
Name of Business

and I affirm that I will NOT be serving or selling alcoholic beverages at this location.

Licensee's Signature

Sworn to and subscribed before me

this ____ day of _____, 20____.

Notary Public

My commission expires:

(SEAL)



STATE OF GEORGIA

COUNTY OF FULTON

ALCOHOLIC BEVERAGE LICENSE RENEWAL AFFIDAVIT - 2026

Personally appeared before me _____
Licensee (print name)

who, after being duly sworn, says the following:

There have been no changes of any type in ownership of the alcoholic beverage, wine or malt beverage outlet shown on my original application. There have been no changes in any information and data contained in and furnished with my original application. I have not in the past ten (10) years been convicted of any municipal, county, State or Federal offense involving any alcoholic beverage law, ordinance and/or regulation.

Further, I have not pleaded nolo contendere to any of the above offenses. I am familiar with all laws, rules and regulations of the State of Georgia and all ordinances of the City of Roswell covering the operation of the alcoholic beverage, wine and/or beer outlet I will operate under this renewal.

I swear that all the information contained in the original application is true and I understand that such application is made as a part of this renewal application, and the renewal is based upon the information contained in the original application. I understand that a false statement in the original application and/or this affidavit will void the application and make me liable to prosecution for perjury under the laws of Georgia.

Licensee's Signature

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

Notary Public

My commission expires:

(SEAL)

RETURN BY OCTOBER 31, 2025



Alcohol Consumption on the Premises License
City of Roswell Ordinance Requirements

All holders of licenses to sell liquor, beer or wine by the drink in the City of Roswell are notified that your license will not be renewed unless you have complied with Section 3-7-3 of the *City of Roswell Alcoholic Beverages Ordinance*. This provision requires that the serving of meals shall be the principal business conducted, with the serving of alcohol consumed on the premises as only incidental thereto. More than 50% of the outlet's income must be derived from sale of food on the premises. All requests for renewal must show that the business has complied with this provision.

Each applicant for renewal of a Consumption on the Premises license will show the amount of income derived from the sale of food and the amount of income derived from the sale of alcoholic beverages and the gross amount of income received for the twelve (12) months indicated, or for the months that the license was granted. These figures are subject to audit by the City of Roswell.

FORM FOR REPORTING ATTACHED

CITY OF ROSWELL
FULL POURING LICENSE RENEWAL 2026
(LIQUOR, BEER AND WINE)

Name of Business: _____ Date _____

Address: _____

Business Phone: _____ Mobile Phone: _____

Licensee: Resident of _____ (City) _____ (State) _____ (County)

	1.	2.	3.	4.	5.	6.	
Month	Beer / Wine Sales	Liquor Sales	Total Beer, Wine and Liquor	Excise Tax Paid	Total Food	Total: Food+ Beer, Wine & Liquor Sales Column 3 + Column 5	% Food Sales: Column 5 divided by Column 6
OCT 2024							
NOV 2024							
DEC 2024							
JAN 2025							
FEB 2025							
MAR 2025							
APR 2025							
MAY 2025							
JUN 2025							
JUL 2025							
AUG 2025							
SEPT 2025							
Total							

I, _____ being the person to whom a liquor, beer and wine pouring license was issued, hereby certify that there has been no change in the ownership be it either a corporation, partnership, or sole proprietorship of said business since the issuance and/or last renewal of said license.

I certify further that my food sales and my pouring license are as listed above for the twelve months or months indicated that license was in effect if less than the period requested.

Signature of Licensee

Print Name

Sworn and subscribed to before me this _____ day of _____ 20____ •

Notary Public _____

My Commission expires:

License fee due with application \$3500.00*
* plus \$500.00 for Sunday sales, if desired.

Mail to:
City of Roswell Legal Dept.
38 Hill Street, Ste. 110
Roswell, Georgia 30075

**After November 15, 2025,
add \$250 per month late fee.**



**ALCOHOLIC BEVERAGE LICENSE 2026
CONTACT INFORMATION**

Name of Establishment: _____

Name and Email(s) for Contact: _____

Website for Establishment: _____

Current Telephone Number: _____



2025 - 2026

CITY OF ROSWELL TAX DEPARTMENT
38 HILL STREET
ROSWELL, GEORGIA 30075
770-641-3759

WHOLESALE DISTRIBUTORS/ SUPPLIERS DELIVERING ALCOHOLIC
BEVERAGES TO THESE PREMISES ARE:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Business Name

Licensee Signature



BL#: _____
Office use only

RETAIL CONSUMPTION ON THE PREMISES -
FULL POURING LICENSE 2026
WORKSHEET AND PAYMENT AUTHORIZATION

Name of Establishment: _____

Licensee: _____

Select all that apply:	FEE
() FULL POURING LICENSE, NO SUNDAY SALES	\$3500
() FULL POURING LICENSE with SUNDAY SALES	\$4000
() HOME DELIVERY BY AUTHORIZED PACKAGE GOODS RETAILER	\$100
() AFTER NOVEMBER 15, 2025, LATE FEE	\$250/month

TOTAL AMOUNT DUE: _____

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() **Pay by Check**

Make checks payable to: City of Roswell

Check #: _____

() **Pay by Credit Card** **NOTE: A fee of 3.65% is assessed if paying by Credit Card*

Name on Credit Card: _____

Credit Card Number: _____

Type of Card (Visa, MasterCard, American Express) _____

Expiration Date: _____ CVV Code: _____

Signature: _____

Phone number: _____

Email: _____

Submit renewal application and payment in person or by mail:

City of Roswell
Alcohol Licenses
38 Hill Street, Ste. 110
Roswell, GA 30075



NOTICE & AFFIDAVIT
TIPS (Training Intervention Procedures}

Chapter 3, Article 3.2, Section 3.2.1O of the Alcoholic Beverage Ordinance of the City of Roswell requires certification of the licensee of a restaurant, convenience store, grocery store and package store by attendance at TIPS (Training Intervention Procedures Program) or approved alternative program that shall be verified and signed off by the Chief of Police.

The applicant shall have 6 months from the date of the granting of the license to complete such training and submit certification to the Alcohol Beverage Licensing Board.

The Roswell Police Department will not be offering TIPS Classes at this time. Please choose an online program below. Once completed, please provide a copy to the legal office to be placed in our individual file.

Approved programs are:

Bar Code - Serving Alcohol Responsibly
1-877-216-3869

Evindi, Inc.
678-336-7207
klstumpe@taylorenghish.com

Training Institute for Responsible Vendors
Contact: Scott Wiatric
404-531-9237, 404-452-9237

On-line Training
ServSafe: www.servsafe.com

AFFIDAVIT

I have read this notice and understand that I am required to present a certificate signed by the Roswell Chief of Police that I have satisfied this training requirement within six (6) months of the granting of the alcoholic beverage license, or my alcoholic beverage license shall be revoked.

Licensee (signature)

Print Name

Name of Business



**ROSWELL POLICE DEPARTMENT
CRIMINAL HISTORY RELEASE FORM FOR ALCOHOL LICENSEE RENEWAL**

The following information is required in order to receive any criminal history information pertaining to you that is contained in the files of the State of Georgia. Your record will be checked using the Georgia Crime Information Center (GCIC) database and will be for the State of Georgia only. If no criminal history is on file, this form will be stamped stating so. If criminal history is on file with the State of Georgia, a copy will be printed for Chief Conroy to review. A government issued ID will be required.

Please print clearly and fill in all spaces

Name: _____
Last First Middle

Maiden and/or Any Previous Last Names: _____

Address: _____
Street

City State Zip

Date of Birth: _____ Sex: _____ Social Security#: _____

Name of Business for this Background: _____

Business Address: _____
Street

City State Zip

Business Phone: _____ Personal Phone: _____

I hereby authorize the City of Roswell to obtain my criminal history for my Alcohol Beverage License Renewal.

- **Please enclose a copy of your driver's license.**

Licensee Signature

Date



HOME DELIVERY OF ALCOHOLIC BEVERAGES APPLICATION
2026

Date: _____ Package License #: _____

Name of Business: _____

Licensee: _____

Owner of Business: _____

Mailing address: _____

Business Phone: _____ Cell: _____

Email address: _____

I am familiar with the provisions of the *Home Delivery of Alcohol by Authorized Package Goods Retailer* ordinance including limitations, as stated in Section 3.7.21 of the City of Roswell Code of Ordinances.

Signature – Alcohol Beverage Retail Package Licensee

Fee: \$100.00 for annual license