



IMPORTANT NOTICE

2026 RENEWAL: Retail Package License

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 PACKAGE LICENSE

OCTOBER 1, 2025

CITY OF ROSWELL NOTICE

YOUR CURRENT LICENSE EXPIRES DECEMBER 31, 2025.

A RETAIL PACKAGE LICENSE is required to sell alcoholic beverages in the original package. Please use the attached forms to renew your **RETAIL PACKAGE LICENSE** for calendar year 2026.

2026 License Fees:

- () PACKAGE MALT BEVERAGE: \$900
- () PACKAGE WINE: \$900
- () PACKAGE LIQUOR: \$2000
- () ANCILLIARY WINE, BEER, & MALT BEVERAGE TASTING: \$75
- () HOME DELIVERY OF ALCOHOLIC 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)



BL#: _____
Office use only

**RETAIL PACKAGE LICENSE RENEWAL 2026
WORKSHEET AND PAYMENT AUTHORIZATION**

Name of Establishment: _____

Licensee: _____

Select all that apply:	FEE
() PACKAGE MALT BEVERAGE LICENSE	\$900
() PACKAGE WINE LICENSE	\$900
() PACKAGE DISTILLED SPIRITS LICENSE	\$2000
() ANCILLIARY WINE, BEER, & MALT BEVERAGE TASTING LICENSE	\$75
() HOME DELIVERY BY AUTHORIZED PACKAGE GOODS RETAILER	\$100
() AFTER NOVEMBER 15, 2025, LATE FEE	\$250/MONTH

TOTAL AMOUNT DUE: _____

() 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



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 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
this ____ day of _____, 20__.

Notary Public

My commission expires:

(SEAL)

RETURN BY OCTOBER 31, 2025



**ALCOHOLIC BEVERAGE LICENSE 2026
CONTACT INFORMATION**

Name of Establishment: _____

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



NOTICE & AFFIDAVIT
TIPS (Training Intervention Procedures)

Chapter 3, Article 3.2, Section 3.2.10 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

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

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

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



ANCILLARY BEER, WINE & MALT BEVERAGE TASTING LICENSE RENEWAL
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 Ancillary *Home Delivery of Alcohol by Authorized Package Goods Retailer* ordinance including limitations, as stated in Section 3.5.10 of the City of Roswell Code of Ordinances.

Signature - Alcoholic Beverage Licensee

Fee: \$75.00 for annual license