



# **IMPORTANT NOTICE**

## **2026 RENEWAL: Wholesaler**

**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

## WHOLESALE 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:

- ( ) WHOLESALE: \$3000
- ( ) 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](http://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:

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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

**WHOLESALE LICENSE RENEWAL 2026  
WORKSHEET AND PAYMENT AUTHORIZATION**

Name of Establishment: \_\_\_\_\_

Licensee: \_\_\_\_\_

Select all that apply:	FEE
( ) WHOLESALE	\$3000
( ) 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

**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 Wiatric  
404-531-9237, 404-452-9237

Evindi, Inc.  
678-336-7207  
[klstumpe@taylorenghish.com](mailto:klstumpe@taylorenghish.com)

On-line Training  
ServSafe: [www.servsafe.com](http://www.servsafe.com)

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**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