



Atlanta Police Department License & Permit Unit

Alcohol Application License Process

License & Permit

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Step 1

- Complete 2 Applications
 - One copy stays with L&P the other is forwarded to the business office
- Call the L&P office and schedule an appointment
- Investigator will vet the application
- The Applicant will submit required documents
 - Federal clearance letter-certifies that applicant is clear of all federal encumbrances
 - Certificate of residence
 - Proof of Citizenship
 - Financial Investments

Step 2

- Background Check
- Fingerprinted
- Photograph

License and Permits keeps a master file containing the application along with the results of the background check



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Step 3

- The Applicant is sent to Planning with NPU notification letter from L&P Investigator.
 - (Within 48 hours, the district council in which the business is located and at large council members are notified)
- The Applicant attends the NPU Meeting



Step 4

License & Review Board Hearing Process

- ✓ Planning records the recommendation of the NPU meeting.

Recommendations are marked Approved, Denied, No Recommendation or Applicant did not appear.

- ✓ NPU recommendations submitted to the L&P unit to be put on the calendar for the LRB.
- ✓ Applicant must post sign on property 15 days prior to LRB hearing
 - ✓ Adherence is verified by L&P Investigator through site visit
- ✓ Application goes to Mayor's Office for signature
- The Applicant has to obtain the following documentation for the package to be finalized and considered by the Mayor
 - Buildings letter of occupancy
 - Fire letter of occupancy
 - Health letter of occupancy