



POURING PERMIT APPLICATION

The City of Stonecrest has established the following application to allow for the lawful pouring of alcohol in accordance with the City of Stonecrest's Alcoholic Beverages, Chapter 4 as it pertains to Pouring Permits.

A Pouring Permit is required for any employee, supervisor or manager position and any employees of an off premises alcohol beverage caterer who engage in the handling, selling or serving of alcohol beverages. This excludes employees whose duties are limited solely to those of busboys, cooks, and dishwashers.

In order to sell, offer for sale, or otherwise dispense any alcohol beverages within the City, the establishment must first obtain a license from the City of Stonecrest. For questions regarding an Alcohol Beverage License, please contact the City of Stonecrest at 770-224-0200. No licensee shall employ any person required to have a Pouring Permit until such person has obtained such permit.

Pouring Permits are issued to individual applicants. Only one pouring permit per individual will be issued for employment at any and all establishments within the City. The permit will be valid for a period of one (1) year and shall be renewed on or before its expiration. Individuals applying for the permit shall make themselves available for photographing, fingerprinting, and such other investigation as may be required by the Dekalb County Police department.

As part of the application process, the Dekalb County Police department shall have a complete and extensive search made to determine if there is a police record of such person. If there is a record of conduct prohibited by City of Stonecrest's Alcoholic Beverages, Chapter 4 or evidence that the person's employment would adversely affect the public health, safety, or welfare, issuance of a permit shall be denied.

A new search may be conducted on any person issued an employee Pouring Permit if the City of Stonecrest and/or Dekalb county police department receives information which warrants such a new search. If the new search reveals evidence that warrants revocation of the card, the card may be revoked following notice and a hearing.

The fee for a Pouring Permit through the City of Stonecrest is **\$35.00**. Please make payable to **City of Stonecrest**. *****NON-REFUNDABLE***** Permit applications are **only** accepted Tuesday—Thursday from 9:00 AM TO 4:30 PM. (please allow 3-5 business days for processing).

The fee for a Background Investigation processed through Dekalb County police department is **\$50.00**. Please make payable to **Dekalb County (Money Order/Cashier Check only)**. ***NON-REFUNDABLE*** All completed background investigation consent forms along with copy of valid current driver license will be **hand delivered** by the City of Stonecrest to Dekalb County Police department to process every **Friday**. The City of Stonecrest will await background results tentative every **Monday** weekly. (please allow 24-48 hours for results).

There must be a manager or supervisor with a pouring permit on site during business operating hours



THE CITY OF
STONECREST
GEORGIA
POURING PERMIT CHECKLIST

Application Requirements:

- Pouring Permit Application
- Applicant's Certification (must be Notarized-Notary)
- Signed authorization Background Investigation Consent form
- Copy of valid current Driver's License
- Payment in full

The following items may be required, if applicable:

- Arrest and Conviction Information, including:
 - Date(s) of conviction or arrest
 - Charge(s)
 - Location(s)
 - Dates served in jail
 - Dates served on probation or parole

Pouring Permit Fees:

Permit Fee \$35.00 *****NON-REFUNDABLE***** Pouring Permit applications are accepted **only** Tuesday—Thursday from 9:00 AM TO 4:30 PM. Please make payable to **City of Stonecrest** (please allow 3-5 business days for processing)

Background Investigation Fee \$50.00 *****NON-REFUNDABLE***** processed by DeKalb County Police Department. Please make payable to **DeKalb County (Money Order/Cashier Check only)**. (please allow 24-48 hours for results)

Note:

All completed Background Investigation Consent forms with a copy of valid current driver license will be hand delivered by the City of Stonecrest to Dekalb County Police department to process every **Friday**. The City of Stonecrest will await background results tentative every **Monday** weekly. Please submit the following Pouring Permit Application and required supplemental materials (detailed in the above checklist) to the City of Stonecrest, 3120 Stonecrest Boulevard, Stonecrest GA 30038. If you have questions, please do not hesitate to contact the City of Stonecrest at 770-224-0200.



POURING PERMIT APPLICATION

Last Name: _____ First Name _____ Middle Name: _____

Aliases/Stage Names: _____ Social Security No. _____

Sex: Male Female Height: _____ Weight: _____

Race: _____ Hair Color: _____ Eye Color: _____

Date of Birth: _____ Birthplace City: _____ Birthplace State: _____

Driver's License #: _____ State Issued: _____

Contact Information

Home Address: _____

Home Phone: _____ Mobile/Cell Phone: _____

Emergency Contact Name: _____ Phone: _____

References

Name/Address/Phone/Email

- 1) _____
- 2) _____
- 3) _____

Employment Information

Business of Employment: _____ Job Title: _____

Street Address: _____

I hereby agree that as a condition to the issuance of a Pouring Permit, the applicant shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the permit.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Pouring Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that any conviction for violation of the provisions of the City of Stonecrest's Alcohol Beverages, Chapter 4 or the State of Georgia's Alcohol Beverage Code, Title 3 of O.C.G.A. shall result in the automatic suspension of the Pouring Permit. Furthermore, the Chief of Police may revoke said Pouring Permit and demand its return if the applicant adversely affects the public health, safety, or welfare.

I hereby understand that it shall be unlawful for an applicant whose Pouring Permit has been revoked and upon whom demand for return of the card has been made to refuse to return the card or to alter, conceal, deface, or destroy the card.

Applicant Signature: _____ Date: _____

Supervisor: _____

Notary Public Signature: _____

State of Georgia



Sworn to and subscribed before me
This ____ day of ____ 20 ____