



Chatham County ~ Department of Building Safety & Regulatory Services
Occupational Tax Division ~ P.O. Box 8161, Savannah, GA 31412-8161
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Website: <https://buildingsafety.chathamcountyga.gov/>

Sunday Sales Application

Reviewing Agency Identification (ORI): #GA923382Z

Property Identification Number (PIN): _____ Tax Year: _____

Business Name (As Advertised): _____

Corporation Name: _____

Business Address: _____ City: _____ State: _____ Zip Code: _____

Business Phone: _____ Email: _____

Name of Applicant: _____

Your relationship with this business: ☐ Manager ☐ Officer ☐ Registered Agent ☐ Sole Owner

Residence: _____ City: _____ State: _____ Zip: _____

Contact/Cell Phone: _____ Email: _____

Date of Birth: _____ Sex: _____ Race: _____ Social Security/Fed. Tax I.D. #: _____

Driver's License Number _____ State: _____ Georgia Sales Tax I.D. # _____

Code of Chatham County, Chapter 17, Article I, Alcoholic Beverage Code permits the sale of alcoholic beverages for consumption on the premises in eating establishments or inns between the hours of 11:00 a.m. and 12:00 midnight on Sunday. Provided that such eating establishment is licensed to sell distilled spirits, malt beverages or wine and which derives at least fifty percent (50%) of its total annual gross food and beverage sales from the sale of prepared meals or food.

An Inn establishment which is licensed to sell distilled spirits, malt beverages, or wines and which derives at least 50 percent of its total annual gross income from the rental of rooms for overnight lodging. Each bar or restaurant within Chatham County shall pay in addition to the regular license provided by this ordinance, an excise tax of 3% on distilled spirits sold by the drink to Chatham County Finance Department.

*All new applications must be approved by the Chatham County Commissioners, before engaging in said business.

Alcoholic Beverage License # _____

District _____

Section A. Complete this section for Eating Establishment's ONLY

NEW BUSINESS: ☐ If you are filing this application for a new business.

RENEWAL: ☐ If you are filing this application for a renewal of business.

I certify that I fully intend and expect that the establishment will derive at least 50% of its total annual gross food and beverage sales income from the sale of prepared meals or food during the remainder of the current calendar year. It is understood that a Sunday Sales renewal application must be submitted annually, and all new Sunday Sales applications are subject to approval by the Board of Commissioners.

1. Is a full kitchen facility (See Section 113 of Chatham County Alcoholic Beverage Ordinance) open and operating to prepare food on the premises for serving in the establishment? ☐ **Yes** ☐ **No**

If No, explain: _____

2. Is a specific area of the establishment set aside, set up, operating to serve prepared food on the premises? ☐ **Yes** ☐ **No**

If No, explain: _____

3. Does the establishment have a printed or posted menu from which selections for prepared meals can be made? ☐ **Yes** ☐ **No**

If No, explain: _____

4. Is it understood, acknowledged, and agreed that if the County should call upon you to provide documentary evidence of any claim made in this affidavit, such evidence will be provided promptly and completely? ☐ **Yes** ☐ **No**

If No, explain: _____

5. Is it understood and agreed that the accounting records of the eating establishment for which this application is being made will be maintained as outlined below and, if requested, made available for audit by duly authorized representatives of the County? ☐ **Yes** ☐ **No**

If No, explain: _____

Failure to maintain such records as outlined below will result in revocation of Sunday Sales License

- a) A summary of each month's gross receipts categorized as to food, beer, wine, liquor will be maintained and must be supported by individual documented transactions. This summary will be prepared on a timely basis.
- b) Documentary evidence of all food, liquor, beer, and wine purchased for resale during the year will be kept on file.
- c) A detailed physical inventory of all food, liquor, beer, and wine on hand as of December 31st of each year and will be performed and documented.
- d) All the above-mentioned accounting records for this establishment shall be maintained in a fashion that is separate and distinct from the accounting records of any other operation or business conducted by the licensee.
- e) All state and federal tax returns and/or regulatory reports along with all supporting documentation will be available for review by County personnel.
- f) All records and documents mentioned above for a particular calendar year shall be kept available for review by County personnel for two years after the end of the calendar year.

6. Is it understood and agreed that Chatham County and its authorized agents, employees and representatives have the right to enter upon the premises of applicants and license holders to inspect the premises and determine whether they comply with the Chatham County Alcoholic Beverage Ordinance and this affidavit? ☐ **Yes** ☐ **No**

If No, explain: _____

Section B. Complete this section for Inn's ONLY

NEW BUSINESS: ☐ If you are filing this application for a new business.

RENEWAL: ☐ If you are filing this application for a renewal of business.

I certify that I fully intend and expect that the establishment will derive at least 50% of its total room rental and beverage sales income from the rental of rooms during the remainder of the current calendar year. It is understood that a renewal affidavit completed by applicant must be submitted if authority for Sunday alcoholic beverage sales is to be continued next year.

1. Is it understood, acknowledged, and agreed that if the County should call upon you to provide documentary evidence of any claim made in this affidavit, such evidence will be provided promptly and completely?
☐ Yes ☐ No

If No, explain: _____

2. Is it understood and agreed that the accounting records of the establishment for which this application is being made will be maintained as outlined below and, if requested, made available for audit by duly authorized representatives of the County? ☐ Yes ☐ No

If No, explain: _____

Failure to maintain such records as outlined below will result in revocation of Sunday Sales License.

- a) A summary of each month's gross receipts categorized as to beer, wine, and liquor will be maintained and must be supported by individual documented transactions. This summary will be prepared on a timely basis.
 - b) Documentary evidence of all liquor, beer and wine purchased for resale during the year will be kept on file.
 - c) Documentary evidence of room rental income for the calendar year will be on file.
 - d) A detailed physical inventory of all liquor, beer, and wine on hand as of December 31st of each year and will be performed and documented.
 - e) All the above-mentioned accounting records for this establishment shall be maintained in a fashion that is separate and distinct from the accounting records of any other operation or business conducted by the licensee.
 - f) All state and federal tax returns and/or regulatory reports along with all supporting documentation will be available for review by County personnel.
 - g) All records and documents mentioned above for a particular calendar year shall be kept available for review by County personnel for two years after the end of the calendar year.
3. Is it understood and agreed that Chatham County and its authorized agents, employees and representatives have the right to enter upon the premises of applicants and license holders to inspect the premises and determine whether they comply with the Chatham County Alcoholic Beverage Ordinance and this affidavit?
☐ Yes ☐ No

If No, explain: _____

AFFIDAVIT CERTIFICATION FOR: ☐ Eating Establishment ☐ Inn

Warning: Any false statement(s) made on this Affidavit shall be grounds for:

1. Action to revoke authorization for Sunday Sales license.
2. Action to revoke your Alcoholic Beverage license at any time.
3. Action to prosecute for swearing to false information.

The undersigned agree, if a license is issued as herein applied for, to comply at all times and observe all the provisions of Chatham County Code Chapter 17- Alcoholic Beverage Ordinance and all Federal and State Statutes and all other laws of this State and the rules and regulations promulgated by the Georgia Department of Revenue. I certify under penalty of law and disqualification of licensure that all statements are true and complete. I hereby authorize any agent/representative of Chatham County to conduct a non-criminal background check to operate within Unincorporated Chatham County limits and certify that I am the person authorized by the business herein named to file this application, including accompanying documents. I further certify that all statements and information provided on and with this application are true, correct, and complete.

Applicant's Signature

Date

Sworn to and subscribed before me this

_____ day of _____, 20_____

My Commission Expires:

Notary Public (SEAL)

*****STAFF USE ONLY*****

This Business & Location ☐ Does ☐ Does Not Meet Local Alcoholic Beverage Ordinance.

Pictures of Kitchen Attached: ☐ Yes ☐ No

If No, explain: _____

Fire Prevention

Date

***All Renewing Applicants Are Required To Complete This Form**

To determine the food percentage or room rental percentage, divide line A by line E.

Eating Establishment

A. Annual Gross Receipts – Food _____
B. Annual Gross Receipts – Liquor _____
C. Annual Gross Receipts – Beer _____
D. Annual Gross Receipts – Wine _____
E. **Total:** _____
Food Percentage: _____

Inn

A. Annual Gross Receipts - Room Rental _____
B. Annual Gross Receipts – Liquor _____
C. Annual Gross Receipts – Beer _____
D. Annual Gross Receipts – Wine _____
E. **Total:** _____
Room Rental Percentage: _____

The above figures were obtained from the general ledger of this business for the **year ending** _____ and can be verified through the attached financial records as evidence. I understand and agree to make all records available for audit by any duly authorized representative(s) of Chatham County at any time. I understand and do hereby state under penalty of law that the information contained herein accurately reflects the true financial information in the business books and records. I acknowledge Sunday Sales are only authorized from 12:30 noon Sunday until 2:55 a.m. Monday Morning.

Signature of Applicant

Renewal Date

Application Fees (All application fees are non-refundable)

☐ Sunday Sales \$100.00
☐ Newspaper Ad \$15.00
☐ GBI Background Check \$45.00

Application Late Penalty Charge: Sunday Sales \$150

Sale by Drink for Consumption Fees (Pouring Only)

☐ Sunday Sales \$200