City of Mobile Alcoholic Beverage License Application

Application Checklist

Before completing/submitting this application

If you have purchased or are purchasing an existing business - **ALL** license renewals and/or taxes from existing account must be paid in **FULL** either by previous owner or yourself before this application is presented to the City of Mobile City Council for consideration of approval

Required Documentation .... **CHECKED boxes are REQUIRED**

- ☑ Completed License Application (ALL pages)
- ☑ Required drawing for Urban Development (unless downtown location with NO designated parking)
- ☑ State of AL ABC Board Typed/Signed Application (all pages)
- ☑ Drivers License -- for each Owner/Officer listed on application (copy must be legible)
- ☑ Background Check (if completed by ABC board)
- ☑ Business Structure (LLC, Corporation, etc.) Articles from Secretary of State

  ALL stamped pages of the Articles included *(any amendments must be provided also)*

  Complete Listing of all Members/Officers (include name, title, contact phone)
- ☑ Federal Employer Identification Number (FEIN) Letter from IRS
- ☑ State of Alabama Revenue Tax ID Letter
- ☑ Registered Deed or Signed/Notarized Lease Agreement

Person Completing Application Printed Name	Date
Person Completing Application Signature	**Title**

The City of Mobile Revenue Department reserves the right to request required additional documentation and/or information from the applicant

CITY of MOBILE ALCOHOLIC BEVERAGE LICENSE APPLICATION

Application Instructions

Read the following information concerning the completion of this application ...

- Complete all the areas of the application except for shaded area at the top of application. If it does not apply to your business, enter N/A
- Applicants should submit an application to the State of Alabama Alcoholic Beverage Control Board
- Documentation submitted must be legible or otherwise will need to be resubmitted
- It is the applicant's responsibly for submitting the documentation and responding to any further questions by the Revenue Department in a timely matter
- Application should be dated and signed by an Owner, Officer or Partner of the business
- Application will initiate the process for registering your business with the municipality
- Completed application and documentation can be submitted by the following methods ...
  - **Email** - revenue@cityofmobile.gov Contact number 251.208.7865
  - **Fax** - 251.208.7954 • **In Person** - 205 Government Street, 2nd Floor South Tower
  - **USPS Mail** - City of Mobile Revenue Department, PO Box 3065, Mobile AL 36652-3065
- After the application and documentation is returned, reviewed and processed, the following are the next steps ...
  - Scheduled in person (owner, officer, POA) appointment for signature of application
  - At the appointment you will receive Notice Signs to be posted by you at the location notifying the intent to sale alcohol
  - Pay the required $50 non-returnable application fee
  - Date of City of Mobile City Council meeting which the application will be reviewed and/or voted on. This date is usually scheduled 2-3 weeks (Tuesday) from the date of the application signing. Any amounts due for business license and/or taxes must be paid before the paperwork is submitted to the City of Mobile City Clerk office for addition to city council agenda
- After the City of Mobile City Council votes on the application, if approval is given, the following steps are done ...
  - The Revenue Department representative will contact applicant and set-up a follow-up appointment
  - All businesses must have a business license with the appropriate coding. All required documentation must be provided for the business license prior to appointment date and time
  - Payment for any amount(s) due are expected before you receive the approval letter and/or business license, please make arrangements for this
  - At this appointment, you will sign the approval letter and business license paperwork
  - ABC Approval Letter will be provided for you to take to the State of AL ABC Board

CITY of MOBILE ALCOHOLIC BEVERAGE LICENSE APPLICATION

CLEARLY PRINT OR TYPE ALL INFORMATION

ALL BOXES ARE REQUIRED TO BE COMPLETED

City of Mobile Revenue Department
PO Box 3065 Mobile AL 36652-3065
Phone 251.208.7462 / Fax 251.208.7954
Email revenue@cityofmobile.gov

Internal Office Use Only

Territory	Council Agenda Date	Application #	Account #	NAICS Code(s)	Bill Number(s)	Amount Due	Completed By

Application Information

Application Date	Application Type	New Owner Start Date	Transfer - ABC License?
	☐ New Business ☐ New Owner ☐ Location Change		☐ No ☐ Yes

License Type Applied for with AL ABC Board (***MUST*** match with ABC Board) - check ALL that apply

☐ 010 - Lounge Retail Liquor (Class I) ☐ 011 - Lounge Retail Liquor (Class II) - Package Store ☐ 020 - Restaurant Retail Liquor
☐ 040 - Retail Beer (On/Off Premises) ☐ 050 - Retail Beer (Off Premises Only) ☐ 060 Retail Table Wine (On/Off Premises)
☐ 070 - Retail Wine (Off Premises Only) ☐ 090 - Wholesale - Beer ☐ 100 - Wholesale - Wine ☐ 110 - Wholesale - Beer & Wine
☐ 140 - Special Events Retail ☐ 160 - Special Retail - More than 30 Days ☐ 200 Manufacturer ☐ 220 BrewPub

If Transfer of ABC License, Previous Licensee Information

Legal Business Name	Trade Name (DBA)	ABC License Number	Any ABC Pending Action(s)
			☐ No ☐ Yes

If Location Change, Previous Address (Street Address & Zip Code)	Relocation Date

Business Information

Currently Operating by Applicant	If Yes, Start Date	If No, Anticipated Start Date	
☐ No ☐ Yes			

Description/Type

☐ Convenience/Grocery Store ☐ Hotel ☐ Lounge/Bar ☐ Package Store ☐ Restaurant ☐ Other

Structure	Entity ID	Incorp Date	State	County
☐ Sole Proprietorship ☐ Limited Liability Company ☐ Corporation				

Legal Business Name	Trade Name (DBA - Doing Business As)

Company Physical Address (Street Address, Suite #)	City	State	Zip Code

Mailing Address (Street Address, Suite #, PO Box)	City	State	Zip Code

Company - Phone Number	Federal Tax ID (FEIN) - IRS	State of AL Tax ID Number	

Business Contact Person Information

Name	Title	Phone	Email

Land/Building Information	Seating Capacity	Building Square Footage
Do you own or rent/lease the property? ☐ Own ☐ Rent/Lease		

Property Owner Name	Prop Owner Phone	Property Owner Email

Property Owner Address	Property Owner City	State	Zip Code

Revision Date 10.23.2023

Business Information Continued

Land/Building Information *... Does the location have ...*

- ☐ Yes ☐ No Fully equipped and operational kitchen
- ☐ Yes ☐ No Habitually and principally provide food to the public
- ☐ Yes ☐ No Equipped with services and facilities for on premises consumption
- ☐ Yes ☐ No Patio Area
- ☐ Yes ☐ No Restroom Facilities
- ☐ Yes ☐ No Primarily Operated as Package Store

Building Structure Type	ABC License Covers
☐ Single ☐ Shopping Center ☐ Hotel ☐ One Story ☐ Multi-Story	☐ Entire Structure ☐ Portion of ☐ Single Floor

Owner(s), Officers or Partners (attach a separate sheet if necessary)

Copy of Drivers License must be provided

1.

Full Name (Last, First Middle, Suffix)	Title	Date of Birth	Place of Birth (City, State, Nation)

Social Security #	Drivers License (State & #)	Contact Number	Email

Home Street Address	City	State	Zip Code

Have you been charged (whether convicted or not) with any law violation(s) in the past ten (10) years? *(use separate sheet if necessary)*

If Yes, Violation	Arresting Agency	Arrest Date	Disposition
☐ Yes ☐ No			

Do you have any existing State of Alabama ABC License(s) with any entity in your name? *(use separate sheet if necessary)*

If Yes, Legal Business Name	Business Trade Name/DBA	Address (Street, City, Zip Code)
☐ Yes ☐ No		

2.

Full Name (Last, First, Middle, Suffix)	Title	Date of Birth	Place of Birth (City, State, Nation)

Social Security #	Drivers License (State & #)	Contact Number	Email

Home Street Address	City	State	Zip Code

Have you been charged (whether convicted or not) with any law violation(s) in the past ten (10) years? *(use separate sheet if necessary)*

If Yes, Violation	Arresting Agency	Arrest Date	Disposition
☐ Yes ☐ No			

Do you have any existing State of Alabama ABC License(s) with any entity in your name? *(use separate sheet if necessary)*

If Yes, Legal Business Name	Business Trade Name/DBA	Address (Street, City, Zip Code)
☐ Yes ☐ No		

Power of Attorney (POA) Information

Copy of Drivers License must be provided

Full Name (Last, First, Middle, Suffix)	Title	Date of Birth	Drivers License (State & Number)

Home Street Address	City	State	Zip Code	Contact Phone Number

- ☐ Yes ☐ No Has anyone, including manager or applicant, had a City of Mobile, Federal/State license suspended, revoked or declined?
- ☐ Yes ☐ No Has a liquor, wine, malt or brewed beverage license for these premises ever been denied, suspended, surrendered or revoked?
- ☐ Yes ☐ No Are the applicants named in this application, the only person(s), in any manner, interested in the business sought to be licensed?

CITY of MOBILE ALCOHOLIC BEVERAGE LICENSE APPLICATION

LEASE PROPERTY OWNERSHIP & SIGN AGREEMENT

This is to certify that I am the property owner, or that I have legal control of the property described herein located inside the City of Mobile and State of Alabama.

LEGAL DESCRIPTION OF PROPERTY
REQUIRED - contact the Map & Plat Room located at Mobile County Revenue 251.574.8535) or this should be included on your deed and/or lease paperwork

Ownership Type	Company Name

The above described property is ☐ Owned ☐ Leased to/by _____

Who has applied for an *ALABAMA ALCOHOLIC BEVERAGE LICENSE* at the above described location.

I hereby agree to allow the applicant to post a NOTICE sign at the location notifying the general public than an application for sale of alcohol is being considered for this location.

The applicant agrees that the NOTICE sign will be posted and will NOT be removed/discarded and will be required to remain posted until this application is approved by the City of Mobile City Council.

Sworn to and subscribed before me this _____ day of _____ 20 _____

Notary Printed Name	Notary Signature	My (Notary) Commission Expires

Notary Stamp	Owner of Property (Print Name)	Applicant Name (Print Name)
	Owner of Property (Signature)	Applicant Name (Signature)
	Street Address	Street Address
	City, State, Zip	City, State, Zip
	Date Agreement Signed	Date Agreement Signed

CITY of MOBILE ALCOHOLIC BEVERAGE LICENSE APPLICATION

PLANNING & ZONING DEPARTMENT APPROVAL

Request for zoning permission to process an alcoholic beverage application, subject to approval by the City of Mobile City Council and issuance of the Zoning Approval Certificate

Business Structure	Application Type	Transfer - License?	Description/Type
☐ Sole Proprietorship ☐ Limited Liability Company (LLC) ☐ Corporation	☐ New Business ☐ New Owner ☐ Location Change	☐ No ☐ Yes Relocation Date	☐ Convenience/Grocery Store ☐ Hotel ☐ Lounge/Bar ☐ Package Store ☐ Restaurant ☐ Other

License Type Applied for with AL ABC Board (***MUST*** match with ABC Board) - check ALL that apply

☐ 010 - Lounge Retail Liquor (Class I) ☐ 011 - Lounge Retail Liquor (Class II) - Package Store ☐ 020 - Restaurant Retail Liquor
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☐ 140 - Special Events Retail ☐ 160 - Special Events - More than 30 Days ☐ 200 Manufacturer ☐ 220 BrewPub

Legal Business Name	Trade Name (DBA)

Company Physical Address (Street Address, Suite #)	City	State	Zip Code

Business Contact Person Information

Name	Title	Phone	Email

URBAN DEVELOPMENT DEPARTMENT USE ONLY

Building Sq Footage	Parking Provided	Parking Required	Compliance	Zoning	Approved

Comments

Print Name	Signature	Date

CITY of MOBILE ALCOHOLIC BEVERAGE LICENSE APPLICATION

PLANNING & ZONING DEPARTMENT

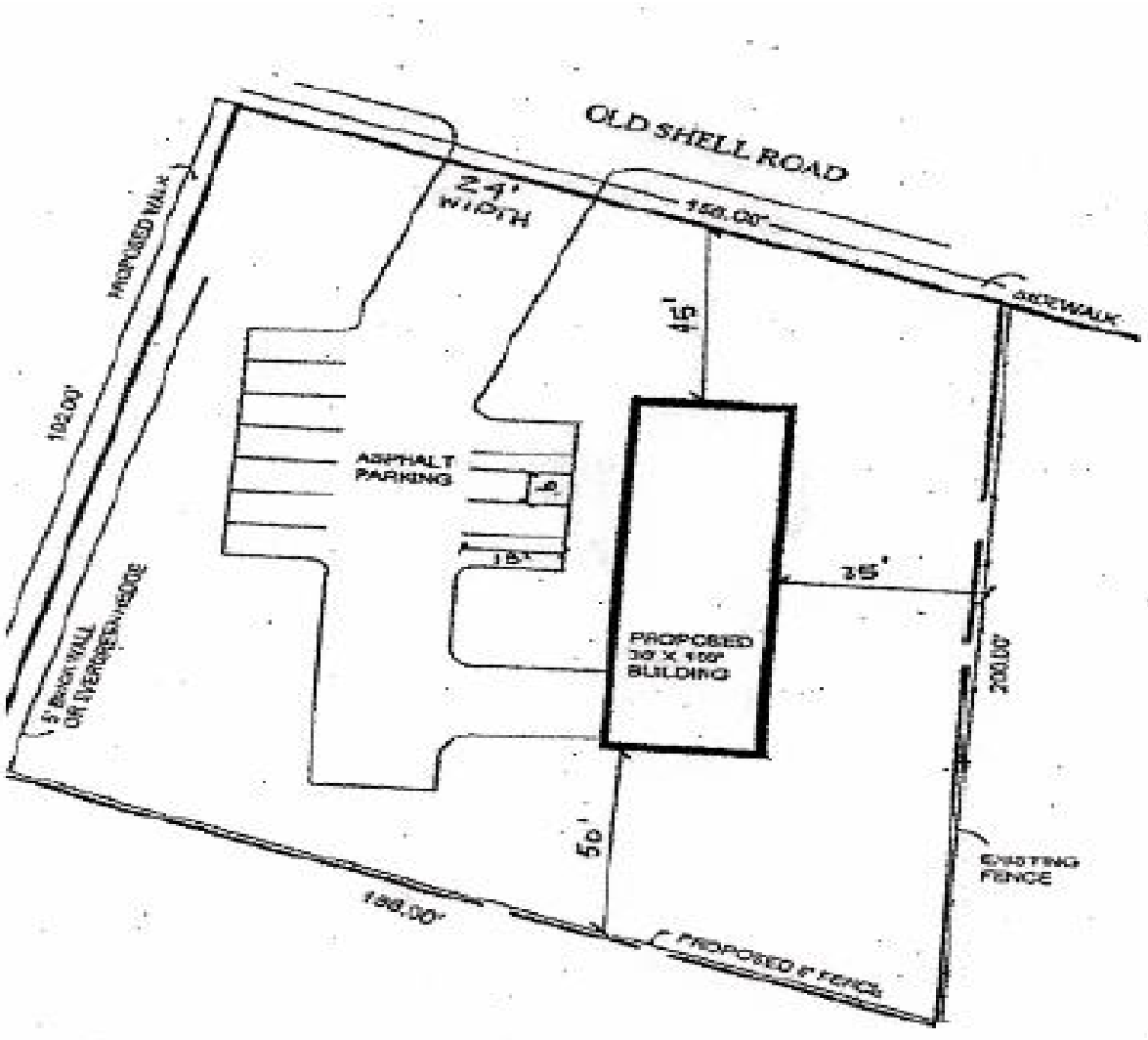
Example of Required Drawing

The drawing must illustrate the following …

- Lot size and dimensions
- Building size and location on lot
- Size and location of each parking space which is drawn off on lot with paint
- Show location and width of driveways to the property
- Show parking aisles on drawing and give width

The drawing does not have to be drawn to scale

Dimensions, figures and/or measurements MUST be accurate



CITY of MOBILE ALCOHOLIC BEVERAGE LICENSE APPLICATION

CERTIFICATION and SIGNATURE

The undersigned agree, if a license is used as herein applied for, to comply at all times with and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as appears in the Code of Alabama, Title 28, and all laws of the State of Alabama and the Codes/Ordinances of the City of Mobile relative to the handling of alcoholic beverages.

The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the Board and the Code/Ordinances of the City of Mobile relative to all alcoholic beverages received in this State. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County or Municipality in which the licensed premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him/her in connection with, adjoining, or adjacent thereto, whether connected or not, and whether used by him/her as his/her private dwelling or not, at any time.

The undersigned understands that should he or she violate any of the provisions of the Code of Alabama, Title 28, or any of the rules and regulations of the Alcoholic Beverage Control Board, his/her license shall be subject to revocation.

The undersigned understands that the City reserves the right to file for suspension, revocation or an objection with the Alabama Alcoholic Beverage Control Board to a license renewal for failure to follow the Alcoholic Beverage Control Laws of the State of Alabama and Codes/Ordinances of the City of Mobile or the creation of a nuisance. The undersigned further understands and agrees that no changes in the manner of operation, nature of owner and no deletion or discontinuance of any services or facilities as described in this application will be allowed without prior written approval of the City of Mobile and the Alabama Alcoholic Beverage Control Board.

Applicant for the Alcoholic Beverage license, requested by the foregoing applicant hereby swears or affirms that he/she has read said application and all the statements and facts set forth therein or in supporting documents are true and correct, and that, except as otherwise indicated herein, the applicant is the only person interested in the business for which license is requested.

In reference to ACT No. 80-529, I understand that if my application is denied or discontinued, I will not be refunded the filing fee required by this application.

Owner/Applicant Printed Name	Date
Owner/Applicant Signature	Title