

City of Tuscaloosa

Revenue Department

ALCOHOLIC BEVERAGE APPLICATION PROCESS

SPECIAL RETAIL LICENSE (MORE THAN 30 DAYS)

- Before you can begin the process with the City of Tuscaloosa, you must begin **ALL** Alcoholic Beverage Applications with the State of Alabama Alcoholic Beverage Control Board Licensing & Compliance Division located at 5222 Whigham Circle, Tuscaloosa, AL 35401. They can be reached by phone to set up an appointment at #205-758-7501. While at the State of Alabama Alcoholic Beverage Control Board Licensing & Compliance Division they will provide with the necessary information to begin your process for your ABI background check.
- Once you have placed an application with the State of Alabama Alcoholic Beverage Control Board Licensing & Compliance Division you will need to bring a copy of that application to our office in order to start the City's process.
- Application is to be completely filled out, it must be signed, **no initials**, and notarized. The information that you have provided must be identical to your State of Alabama Alcoholic Beverage Control Board Application. Each application requires a \$175.00 filing fee. This filing fee can be paid by a personal or company check, cash, cashiers check or money order made payable to: **City of Tuscaloosa**.
- If the applicant is a corporation, LLC or partnership, a copy of the corporation or LLC papers must be included with this application.
- A copy of all applicants' driver's license must be turned in along with the application.
- A copy of your signed leased agreement or deed must be turned in along with the application.
- Once ALL of the necessary paperwork:
 - Copy of State ABC Board Application
 - Completed City of Tuscaloosa Application
 - Filing Fee
 - Corporation/LLC Papers (if necessary)
 - Lease Agreement/Deed
 - Copy of Drivers License

has been turned in then the actual application process will begin.

- Department Application forms are completed and turned over to four (4) various departments – Fire, Planning and Development Services, Police, Accounting and Finance Department. Each department will complete their own investigation based on the information provided, and the results of these investigations will be turned back into to the Accounting and Finance Department. If there is a problem, representatives from these departments will contact you with details. It is then up to you to solve these problems in a timely manner so that these can be resolved quickly to be able to continue with the Alcoholic Beverage Application Process. Once these reports have been cleared by the necessary departments they will be placed in the applicant's file for the Council to review.
- Prior to appearing in front of the City Council it is necessary for the applicant to publish a legal advertisement in the Tuscaloosa News. The advertisement states the time and date of the council meeting, the applicant, the business name, the location of the business and the type of license the applicant is applying for. The legal advertisement appears as a 2x2 display which must be published for three (3) consecutive days, the first publication being seven (7) days before the city council meeting. You will need to make arrangements with Tuscaloosa News regarding payment for this advertisement.
- In addition to the necessary legal advertisement there is also a "NOTICE" poster that will be given to you by the Accounting and Finance Department. This notice must be placed on the premises during the time the legal advertisement is running in the Tuscaloosa News UNTIL the applicant appears in front of the City Council.
- Once the legal advertisement has run the necessary days, we will receive proof of publication from Tuscaloosa News for your folder.
- The following items must be provided for review prior to the scheduled City Council Meeting:
 - The Mayor and The Council Members will receive a copy of Alcohol file consisting of the Memorandum and the Department Approval Letters
 - The City Clerk will receive a copy of the Resolution, City Clerk Approval Document and a copy of the Crime Report in a separate email.
 - Office of City Attorney and City Clerk will receive the complete Alcohol File.
- The City Council meets on Tuesdays at 5:00 pm, the Council chambers are located on the 2nd floor of City Hall at 2201 University Boulevard, Tuscaloosa, AL 35401. If you need additional directions, please feel free to call 311.

- If your application is approved by the City Council, a representative from the Accounting and Finance Department will forward the State of Alabama Alcoholic Beverage Control Board **APPROVAL FORM** to the local State ABC office.
- You will need to contact the State of Alabama Alcoholic Beverage Control Board to see if there is any additional information, they may need from you to complete their process. Once you have received your State of Alabama Alcoholic Beverage Control Board License you must bring that license into our office and at that time you **MUST PURCHASE YOUR ALCOHOLIC BEVERAGE LICENSE WITH THE CITY OF TUSCALOOSA.**
 - **Special Retail License** **\$514.00**
- It will be necessary for you to purchase additional City of Tuscaloosa Business Licenses. What type of license or licenses that must be purchased will be determined based on what type of business is being conducted from such location.