



Shelby County Beer Board
150 Washington Avenue Memphis, Tn. 38103

Will Frazier Chairman

Will Richardson Vice- Chairman

Board Members:

Vernon Townsend Mandy Young Thomas McDonald Tim Netherton Alex Nichols

BEER PERMIT APPLICATION CHECKLIST

1. Business License	_____	_____
2. Certificate of Registration	_____	_____
3. Certificate of Resale	_____	_____
4. Criminal Background	_____	_____
5. Engineering Survey	_____	_____
6. Health / Food Permit	_____	_____
7. Lease Hold Interest / Deed	_____	_____
8. Menu	_____	_____
9. Use & Occupancy Permit	_____	_____
10. Acknowledgement of Rules & Regs	_____	_____
11. Beer Affidavit	_____	_____
12. Employee List	_____	_____

Board Members Approval _____

2nd Board Members Approval _____

Attorney's Approval _____

Remarks: _____



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LOCATION MAP INSTRUCTIONS

All applications for Shelby County beer permits shall provide the following data as evidence of compliance with applicable location standards.

- I. An aerial map on 8.5 by 11 paper, showing the general area of the applicant's establishment (Approximately half a mile in each direction) with the parcel on which the establishment is or is to be located clearly identified.
- II. A Site map, stamped by the Tennessee Licensed Professional Engineer, with a scale of no greater than 1-inch equals 200 feet, with the following items
 - A. Complete parcel lines for all property, any part of which, is located within 50 feet of the property boundaries of the applicant's locations.
 - B. Name of all streets shown.
 - C. Building foot prints of all buildings, and accessory structures, on the parcel shown within the 500-foot circle.
 - D. A clearly drawn circle, with a radius of 500 foot, from the front entrance of the applicant's location.
 - E. Shaded lines, or other clear identifying marks, on any property shown within the 500-foot circle which contains any of the following uses:
 - i. Public, Private or Charter Schools – K – 12 Grades
 - ii. Churches, or other establishments of Worship
 - iii. Public Parks or any other place of public gatherings
 - iv. If no use listed above is located within the 500-foot circle, that information shall be clearly stated on the map.
- III. Modifications to Map Requirements
 - A. The Applicant may request, and the Clerk may authorize, modification of these mapping requirements for properties with the unique circumstances or characteristic which makes compliance with supplying one of the required items unreasonable.
 - B. Written requests for modifications must be submitted, and granted or denied, prior to the submission of the application. Such requests shall provide an explanation for the needed changes and which information items are being modified.
 - C. The Clerk will provide a written response granting or denying the request, and if denied the reasons for such denial.
 - D. The applicant may submit appeal ant denial to the full Board for consideration at its next meeting. The Board's decision is final.



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**ACKNOWLEDGMENT OF RULES AND REGULATIONS
OF THE SHELBY COUNTY BEER BOARD**

I _____ do hereby affirm or acknowledge that I have read the Rules and Regulations of the Shelby County Beer Board, and that I fully understand the information contained therein. I further acknowledge that I will be held liable for any infringements brought against me or the business to which the beer permit is issued. I further understand that failure to comply with the Rules and Regulations of the Shelby County Beer Board may result in fines, surrender, suspension or revocation of the beer permit and/ or employee permit.

Signed _____ Print _____

Permit issue to (Business) _____

Date _____

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

Notary Public / Deputy Clerk

My Commission Expires _____



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BEER AFFIDAVIT

Date _____

I _____ hereby swear or affirm that I am a citizen/ lawful resident (circle one) of the United States of America for at least one (1) year and have not been convicted of any laws against possession, sale, manufacture and/ or transportation of intoxicating liquor or any crime involving moral turpitude within the last ten (10) years.

Affiant

Date of Birth

Subscribed and sworn to before me this _____ day of _____ 20 _____

Notary Public or Deputy Clerk

Please provide proof of citizenship or residence:

Acceptable Documents for Us Citizenship

- Official Birth Certificate issue by a US State, jurisdiction or territory (Puerto Rico, US Virgin Island, Northern Mariana Islands, American Samoa, Swain's Island, Guam) IMPORTANT: Puerto Rican birth certificates issued before July 1, 2010 will not be recognized as proof of Lawful US Citizenship beginning November 1, 2010.
- The government of Puerto Rico has provided information for citizens to apply for new birth certificates.
- US Government-issued Certified Birth Certificate.
- US Certificate of Birth Abroad (DS-1350 or FS-545)
- Report of Birth Abroad of a Citizen of the US (FS-240)
- Valid, unexpired US Passport
- Certificate of Citizenship (N560 or N561)
- Certificate of Naturalization (N550, N570 or N578)
- US Citizen Identification Card (I-197, 1-179)

Acceptable Documents for Lawful Permanent Resident Status

- Permanent Resident Alien Card (I-551)
- Foreign passport stamped by the US Government indicating that the holder has been "Processed for 1-551"
- Permanent resident Re-entry Permit (1-327)
- Arrival Departure Form 1-94 with "Temporary 1-551" stamp and holder's photograph affixed
- Travel Document issued to Permanent Residents (1-327)
- Travel Document issued to Refugees (I-571)
- Form 1-94 stamped with one of the following statuses: Asylee, Parolee or Parole, Refugee, Asylum, HP-Humanitarian parolee or PIP-public interest parolee



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1. **Business License**
Shelby County Clerk's Office
150 Washington Ave, Room 200
Memphis TN 38103
\$15.00 Business License application fee
\$250 Beer Permit application fee
Phone: (901) 222-3059
2. **Certificate of Registration/ Certificate of Resale Tennessee Department of Revenue**
3150 Appling Rd
Bartlett TN 38133
Phone: (901) 213-1400
3. **Certificate of Resale**

A.S. Barbaro Inc 4116 B.F. Goodrich Memphis TN. 38118 Phone: (901) 795-5310	Hand Family Beverage Co LLC 45 E.H. Crump W Memphis TN. 38106 Phone: (901) 948-4543	Southwestern Beverages 800 S. Barksdale Memphis TN. 38114 Phone: (901) 272-9648
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4. **Background Check**
Tennessee Bureau of Investigations
(800) 824-3463
5. **Engineering Survey (ALL APPLICANTS)**
See Location Map Instructions
6. **Food Permit (FOR PREPARED FOOD ONLY)**
Memphis & Shelby County Health Department
814 Jefferson Avenue
Memphis TN. 38105
Phone: (901) 222-9213
7. **Leasehold Interest**
Submit copy of lease or deed
8. **Menu (FOR PREPARED FOOD & DRINKS ONLY)**
Submit list of ALL prepared foods & beverages with prices
9. **Use & Occupancy Permit**
Office of Memphis & Shelby County Code Enforcement
6465 Mullins Station Road
Memphis TN. 38134
Phone: (901) 222-8413
\$69.00 Cash or Certified Check
10. **Acknowledgement of Rules & Regs**
Included in application packet
Must be completed by ALL owners & employees
11. **Beer Affidavit**
Included in application packet
Must be completed by anyone who has at least 5% ownership
12. **Employee List**
A completed list of employees (name, date of birth and address) must be filed prior to the issuance of the beer permit. An amended list must be filed with the Beer Board's office with any changes noted with five (5) business days of any such changes.



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