

## CITY OF KINGSPORT BEVERAGE PERMIT INFORMATION

1. Attached are the necessary forms for submitting an application for a beverage permit in the City of Kingsport. Also attached are copies of the *Kingsport Beverage Board's Rules of Procedure*, and the *Kingsport City Code of Ordinances* regarding alcoholic beverages. **The applicant is responsible for reading and understanding the contents of these attachments.**

2. The application must be completely filled out before it is turned in to **the City Recorder's Office at City Hall, 415 Broad Street, Kingsport, TN 37660.**

*The following must be turned in with the application (manufacturers exempt from e, g and h).*

- a. A non-refundable \$250.00 fee;*
- b. A map of the business location;*
- c. Proof of ownership of the real property, such as a copy of a recorded deed, or lease/rental agreement for business location;*
- d. Copies of Corporate Charter or LLC Articles of Organization (if applicable);*
- e. Copy of City of Kingsport business license;*
- f. Notice of regular hours of operation for the business (can be included in Section IX on top of Page 6 of Application);*
- g. Food Safety Permit from Tennessee Department of Health ("On-Premises" only);*
- h. Copy of Menu ("On-Premises" only).*

3. All completed applications are turned over to the Police Department for a complete record check and on-site inspection prior to any consideration of the application by the Kingsport Beverage Board. **All persons holding 5% or greater interest in the business MUST complete a separate and individual application.**

4. Fourteen (14) to eighteen (18) days are required to process the completed application once it is received by this office. No application will be considered by the Kingsport Beverage Board without first being duly processed.

5. Documentation of an appropriate City of Kingsport Business Tax License must be provided prior to any consideration of the application by the Kingsport Beverage Board, unless otherwise exempt from state law.

6. The Kingsport Beverage Board meets on the first Tuesday of each month. The meeting is held at 1:30 p.m. in the Council Room on the second floor of City Hall. The owner, or bona fide representative authorized to act on behalf of the owner, of the business seeking a permit shall appear in person before the Kingsport Beverage Board for the purpose of answering any questions, under oath, regarding the application, the operation of the business or any other relevant matter. The Kingsport Beverage Board may, as it deems necessary, require the appearance of additional persons, including other owners or representatives of the business.

7. An annual tax of \$100.00 for the privilege of selling, distributing, storing or manufacturing beer is due each January for any beverage permit holder. Every business that receives a beverage permit during the year will be charged this tax on a pro-rated basis. Once the Kingsport Beverage Board has approved a permit, the permit will be available after 4:00 p.m. that day. The \$100.00 annual privilege tax, or a pro-rated amount thereof, must be paid in the City Recorder's office before the permit can be released to the permit holder. The permit must be picked up in person.

8. Every permit holder shall establish regular hours of operation, and such hours of operation shall be submitted to the City Recorder in writing and shall be posted in the business establishment at all times. No change of operational hours will be permitted without submitting the hours in writing to the City Recorder, and any deviation from those hours could be cause for suspension or revocation of the permit.

9. If you have a change of ownership, relocation of business, or change in name of business, including, but not limited to a trade name, a "doing business as" name, the name used by the business to the public or in any other manner, you must reapply for a new permit; your old permit is non-transferable.

10. If you discontinue business or have a change mentioned in item number 9 above, you must immediately surrender your old permit to the City Recorder's office.

11. If you have any questions regarding the application or permit please contact the City Recorder's Office at (423) 229-9384.

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**By signing below, I represent that I have carefully read and understood the foregoing Beverage Permit Information, including but not limited to the *Rules and Procedures of the Kingsport Beverage Board* and relevant provisions of the *Code of Ordinances, City of Kingsport, Tennessee* and know their contents.**

Date: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Applicant's printed name: \_\_\_\_\_