

City of Tuscaloosa

Revenue Department

ALCOHOLIC BEVERAGE APPLICATION PROCESS

SPECIAL EVENTS RETAIL LICENSE (EVENT NOT TO EXCEED 7 DAYS)

****MUST APPLY 120 DAYS PRIOR TO THE DATE OF THE EVENT****

- 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 located at 6050 Mimosa Circle, Tuscaloosa, AL 35405. 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 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 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 rental agreement 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/Rental Agreement
 - Copy of Drivers License

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

- Information from the application is turned over to six (6) various departments – Fire, Planning and Development Services, Police, Revenue, ABC Board and Health

Department. Each department will complete their own investigation based on the information provided, results of these investigations will be turned back into to the Revenue Department. If there is a problem, representatives from these departments will contact you will 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.

- Once **ALL** of the department reports have been returned to the Revenue Department, a copy of the completed file is then made and taken to the Office of the City Attorney for their review prior to going to the City Council.
- If at this time the file seems to be in order the Office of the City Attorney will give it's OK to be placed on the City Council agenda. The applicant would be contacted and a time would be scheduled for the City Council meeting.
- The City Council meet on Tuesdays at 6:00 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 Revenue Department will forward the State of Alabama Alcoholic Beverage Control Board **APPROVAL FORM** to the locate State ABC office. You will need to contact their office on the Wednesday afternoon to see if there is any additional information that 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 Events Retail License** **\$255.00**
- **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.**
- If you need any assistance in completing the alcoholic beverage application or have any questions, please contact either **Ralona Davis** at **(205)248-5208** or email: rdavis1@tuscaloosa.com or **Vincent Brown** at **(205)248-5211**.