

CITY OF ATHENS, TN Beer Application Procedures

- ◆ Obtain beer application and copy of regulations from City Manager's office on Monday through Friday, 8:00 a.m. to 5:00 p.m.
- ◆ Fill out (*every* question) and return beer application to City Manager's office for consideration on next agenda (Beer Board Meetings usually held on Third Tuesday of each month in conjunction with the regular City Council Meeting).
- ◆ A *nonrefundable* fee of \$250 will be charged to process the application. The check made payable to the *City of Athens* is required upon your completion and return of the application to City Hall.
- ◆ To process the application, the Athens Police Department will do a ten-year background check on the owner/applicant; and the Building Inspector will schedule an inspection of the facilities to insure Code compliance.
- ◆ As designated above, the next Beer Board Meeting will be held in conjunction with the regular Council Meeting on the Third Tuesday of each month at 6:00 p.m. in the *Athens Municipal Building located at 815 North Jackson Street*. The applicant *must* be present at this meeting for the beer application to be considered.
- ◆ During the meeting, the applicant will be asked to stand and to acknowledge that he/she has obtained a copy of the beer regulations and that he/she has read thoroughly and understands each regulation.
- ◆ The beer application will be considered as early as possible during the meeting; and as soon as the application has been voted on, the applicant is free to leave the meeting.
- ◆ If approved by the Beer Board, the applicant can pick up his/her permit the following day after 10:00 a.m. at the Finance Office in the Lobby of the Municipal Building. At the time of pick up, the applicant must pay a prorated fee based on \$100 per year. (The amount to be paid is calculated based on the number of months left in the current year.)
- ◆ An annual fee made payable to the *City of Athens* will be assessed in the amount of \$100 per year to maintain the beer permit within the City of Athens. The applicant shall receive an invoice in November or early December, with payment being requested prior to January 1.

Should you have any questions concerning this information, please contact the City Manager's Office at 423-744-2702. For specific questions regarding the beer regulations, please contact the Chief of Police at 423-744-2730.