



## BEER PERMIT APPLICATION INSTRUCTIONS

1. Read the City of Oak Ridge beer ordinances. A copy is available from the Legal Department and is also posted on the City's website. Additionally, familiarize yourself with the state laws related to the sale of beer.
2. The primary applicant (an owner of the establishment) must complete the application in full and sign the application in the presence of a notary. Do not leave any questions blank. If a question does not apply to you, please write or type in "N/A."
3. Permanent beer permit applications (Classes A-D) must be accompanied with a \$250.00 application fee per permit sought. Special event beer permit applications (Class E) must be accompanied with a \$25.00 application fee. Application fees are non-refundable. Application fees must be payable to the City of Oak Ridge and should be in the form of a check or money order.
4. At least one manager application must be completed for each establishment seeking a beer permit. Manager applications must be signed in the presence of a notary. At this time, there is no application fee for the manager application.
5. If an owner or manager has lived in Knox County, Tennessee, within the past ten (10) years, a separate form must be completed for the background investigation. This form is available in the City's Legal Department.
6. All applications must be submitted to the City's Legal Department for processing. Applications must be turned in at least fifteen (15) days prior to the meeting date in order to meet legal notice requirements. The Beer Board usually meets on the first Wednesday of each month at 5:15 p.m. in the Municipal Building Training Room.
7. Applicants must appear in person at the scheduled Beer Board meeting for consideration of the application. In the event ownership offices are located outside of the area, it is permissible for a member of the management team to be present at the meeting. Members of the management team must be able to address and respond to the Beer Board's questions and concerns. Translators are not readily available for Beer Board meetings. Please make prior arrangements for a translator to be present at the meeting if you need one.
8. The establishment must obtain a valid business license from the City of Oak Ridge in order to open for business. Please call (865) 425-3400 and ask to speak to the Tax and License Officer.
9. The applicant's establishment must pass City inspections, commonly referred to by the City as the Life Safety Inspection, prior to issuance of a permanent beer permit. Please contact the Code Enforcement Division at (865) 425-3532 and the Fire Department at (865) 425-3421 to schedule inspections. The Legal Department will notify both departments of your application and the need for the Life Safety Inspection; however, it is your responsibility to ensure the inspections take place.
10. An annual privilege tax of \$100.00 (per permanent beer permit) is required by State law and City Code, and is due each January. New permittees will be required to pay a prorated privilege tax when the beer permit is issued.
11. If you miss your scheduled Beer Board meeting, the Beer Board will typically reschedule your application to the next available meeting. However, failure to attend can result in the Beer Board denying the beer permit application. If you cannot the meeting, please notify the Legal Department in advance.
12. Effective July 1, 2015, all beer permit applicants must be U.S. citizens or permanent/lawful residents. This is due to a change in State law (Tennessee Code Annotated §57-5-103(a), Public Chapter 29). For compliance with this law, a new form is required to be completed of all owners holding at least a 5% ownership interest in the business. The form is a "Declaration of Citizenship or Lawful Resident" form and is available in the Legal Department.
13. Please call the City's Legal Department at (865) 425-3530 with any questions about the beer permit application process.

**CITY OF OAK RIDGE, TENNESSEE  
APPLICATION FOR BEER PERMIT**

Application for (check all that apply):

- \_\_\_\_\_ manufacturer (Class A Permit)
- \_\_\_\_\_ hotel or club (Class D Permit)
- \_\_\_\_\_ on-premises consumption (Class C Permit)
- \_\_\_\_\_ off-premises consumption (Class B Permit)

I hereby, as an owner or agent/representative of the business, make application to the Oak Ridge Beer Permit Board for a beer permit pursuant to the Oak Ridge City Code and Tennessee law. This application is based upon the following information:

1. Request is made for (check all that apply):
  - \_\_\_\_\_ new beer permit
  - \_\_\_\_\_ existing permit–name change
  - \_\_\_\_\_ existing permit–change location
  - \_\_\_\_\_ existing permit–ownership change
  - \_\_\_\_\_ existing permit–additional permit type
2. Name under which business will operate: \_\_\_\_\_

By Tennessee Code Annotated §57-5-103(a)(3)(C), a beer permit is only valid for the business operating under the name identified on the permit. A change in name will automatically invalidate the beer permit and a new permit must be obtained to continue to sell/serve beer. There is no grace period or holdover period for selling beer during this time.

3. Street address where business will operate: \_\_\_\_\_

By Tennessee Code Annotated §57-5-103(a)(3)(B), a beer permit is only valid for a single location and cannot be transferred to a new location. A permit is valid for all decks, patios, and other outdoor serving areas that are contiguous to the exterior of the building in which the business is located and that are operated by the business. A change in location will invalidate the beer permit and a new permit must be obtained to continue to sell/serve beer. There is no grace period or holdover period for selling beer during this time.

4. Business Telephone Number: \_\_\_\_\_
5. Proposed date business will open under this ownership: \_\_\_\_\_

6. Full Name of Applicant (Owner or Owner's Agent/Representative):  
\_\_\_\_\_

7. Applicant's prior experience selling/serving beer or other alcoholic beverage:  
\_\_\_\_\_  
\_\_\_\_\_

8. Type of business entity:  
Individual \_\_\_\_\_ Corporation \_\_\_\_\_ L.L.C. \_\_\_\_\_ Joint-stock Company \_\_\_\_\_  
Partnership \_\_\_\_\_ Other \_\_\_\_\_

9. Full name of the person to be the on-premise manager responsible for the direct daily operations of the business:  
\_\_\_\_\_

10. Name and mailing address of person to receive communication from the City and/or Beer Board (ex. annual privilege tax notices) as well as said person's relationship to the business:  
\_\_\_\_\_

11. Describe the nature of the business (ex. restaurant, bar, tavern, club, convenience store, etc.)

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12. Description of the business's footprint and parking areas available to/for the use of the business (attach drawing if available):

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13. Name, mailing address and telephone number of the property owner, if other than the business owner:

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NOTE: If the business owner is different from the property owner, you must submit a signed and notarized written statement from the property owner giving the applicant/business permission to sell or serve beer on the premises. Include this statement with the application.

14. Has any owner (having at least a five percent (5%) ownership interest) ever had a liquor license or beer permit suspended, revoked or denied? \_\_\_\_\_

If yes, where and under what business name? \_\_\_\_\_

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15. Has any owner (having at least a five percent (5%) ownership interest) or any person to be employed in the distribution or sale of beer been convicted of violating any law against possession, sale, manufacture or transportation of beer or intoxicating liquor, drugs, or narcotics or of a crime involving moral turpitude within the last ten (10) years? \_\_\_\_\_

If so, give particulars of each charge, court and date convicted.

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16. Does any owner have a business or personal relationship with any person who previously held a beer permit for this location, or with any person or entity who owned any portion of a business which previously held a beer permit at this location? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

17. Name and address of the nearest church and school. By City Code §8-705, the Beer Board shall not approve a beer permit where, in the opinion of the board, such sale would interfere with schools, churches or other places of public gathering.

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18. Describe steps which will be taken to prevent the sale of beer to those under twenty-one (21):

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**NOTE: In accordance with Tennessee Code Annotated §57-5-103(d), all beer permit holders must provide documentation that they are duly registered for sales tax purposes. A copy of the sales tax registration certificate must be submitted with this application or within ten (10) days after being issued a beer permit.**

**INFORMATION REQUIRED FOR BACKGROUND INVESTIGATION**

In accordance with City Code, the criminal background of all beer permit applicants (owners and managers) will be investigated by the City of Oak Ridge, Tennessee. The following information is required to complete said background investigation(s). Any information that is confidential by Tennessee law will not be disclosed to the public in the event of a public records request for the beer permit application.

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Tennessee Sales Tax Number:** \_\_\_\_\_

Please complete the information below for all owners of the above-named business. An owner is defined as all persons, firms, corporations, joint-stock companies and/or associations having at least a five percent (5%) ownership interest in the business. Copy this page and submit multiple sheets if necessary.

**Full Name** \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Sex \_\_\_\_\_

\_\_\_\_\_

Race \_\_\_\_\_

Previous Addresses (within the last ten years):

\_\_\_\_\_

Ownership Interest \_\_\_\_%

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

**Full Name** \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Sex \_\_\_\_\_

\_\_\_\_\_

Race \_\_\_\_\_

Previous Addresses (within the last ten years):

\_\_\_\_\_

Ownership Interest \_\_\_\_%

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

**Full Name** \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Sex \_\_\_\_\_

\_\_\_\_\_

Race \_\_\_\_\_

Previous Addresses (within the last ten years):

\_\_\_\_\_

Ownership Interest \_\_\_\_%

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Applicant hereby solemnly swears or affirms the following:

- Every statement in this application is true and correct, and if any statement therein is false, the permit issued thereto may be revoked by the Beer Board, after notice of a hearing, in which event the burden shall be on the applicant to prove the correctness of all statements in the application.
- The owner(s) is(are) of good moral character and has/have sufficient legal interest in a suitable location as would entitle him/her/them to conduct the sale of beer.
- The City has my full authorization and release to obtain all relevant information to investigate and determine my character, qualifications, and suitability for the issuance of a beer permit.
- Neither myself nor any owner or manager has been convicted of driving under the influence within the past ten (10) years.
- Unlawful gambling and gaming devices will not be allowed in the business.
- Beer will not be sold or served to a person who appears to be intoxicated.
- Beer will not be sold or served to a person under the age of twenty-one (21).
- Persons under the age of twenty-one (21) will not be allowed to consume beer or other alcoholic beverage, nor will they be allowed to loiter on the premises.
- The business will comply with the provisions of Tennessee Code Annotated §57-5-301(e)(1) regarding possession and transportation of beer by persons under the age of twenty-one (21).
- All laws, ordinances, rules, and regulations governing the sale or distribution of beer will be observed and complied with, and all employees will be trained accordingly.
- Clean, sanitary facilities will be provided.
- The business will be conducted in an orderly, peaceable and lawful manner and no loud or obnoxious noises will be allowed.
- No beer or other alcoholic beverages will be sold or consumed on the premises except during lawful hours as set by city ordinance.
- The business is authorized to do business within the City of Oak Ridge and the State of Tennessee.
- Should any manager cease to act in such capacity, this fact shall be reported to the City's Legal Department at 425-3530 within five (5) days.
- Should any ownership change, this fact shall be reported to the City's Legal Department at 425-3530 within one (1) business day, and the beer permit shall be returned to the City.
- The City Manager (through the Oak Ridge Police Department) has full power, including right of entry, to enforce the beer ordinances and to inspect and investigate any reported or alleged violations without the necessity of a search warrant.
- The beer permit, once obtained, shall at all times be posted in a conspicuous place within the establishment that is easily seen by patrons.
- The beer permit may be revoked or suspended, after notice and a hearing by the Board, for any violations of the above statements, for any misinformation or omission contained within this application, for any violation of the Code of Ordinances, Title 8, Chapters 6-8, or for any violations of State law relating to beer, alcohol or crimes of moral turpitude.
- The applicant has ensured the business is in compliance with all zoning requirements for this location.

I hereby release, absolve and hold harmless the City of Oak Ridge, the Oak Ridge Beer Permit Board, the Oak Ridge Police Department, its employees, agents and representatives from any and all liability of whatever type for any damages, causes of action, personal property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or other matters related to my application. I hereby waive all possible liability of the City of Oak Ridge, the Oak Ridge Beer Permit Board, the Oak Ridge Police Department, its employees, agents and representatives as stated above.

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**CITY OF OAK RIDGE, TENNESSEE  
APPLICATION FOR APPROVAL AS MANAGER**

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I hereby make application to the Oak Ridge Beer Permit Board for approval as Manager pursuant to the Oak Ridge City Code. This application is based upon the following information:

1. Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_
  
2. Manager's Full Name \_\_\_\_\_
  
3. Request is made as (check which applies):  
Additional Manager \_\_\_\_\_ Replacement of Prior Manager \_\_\_\_\_
  
4. Manager's prior experience selling/serving beer or other alcoholic beverage:  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Manager's Work History:  
How long have you been employed at the business? \_\_\_\_\_  
Date you became Manager: \_\_\_\_\_  
Name of Previous Manager: \_\_\_\_\_ Date left: \_\_\_\_\_  
Previous Employment for the past ten (10) years (name of business, address, length of employment, position held). Attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Beer Permit History:  
Have you ever been employed at an establishment with a beer permit? \_\_\_\_\_  
If so, where and when: \_\_\_\_\_  
Have you ever been a manager of an establishment with a beer permit? \_\_\_\_\_  
Have you ever had a beer permit refused, suspended or revoked? \_\_\_\_\_  
If so, where and when: \_\_\_\_\_
  
7. Manager's Criminal History:  
Have you ever been convicted of any violation of federal laws, state statutes, or city ordinances involving the possession, sale, manufacture or transportation of intoxicating liquors, drugs or narcotics, or of a crime of moral turpitude with the past ten years? \_\_\_\_\_  
If so, provide details of the offense and when you were convicted:  
\_\_\_\_\_  
\_\_\_\_\_
  
8. Describe steps which will be taken to prevent the sale of beer to persons under twenty-one (21):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION REQUIRED FOR BACKGROUND INVESTIGATION**

In accordance with City Code, the criminal background the manager(s) will be investigated by the City of Oak Ridge, Tennessee. The following information is required to complete said background investigation(s). Any information that is confidential by Tennessee law will not be disclosed to the public in the event of a public records request for the beer permit application.

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

Please complete the information below.

**Full Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Sex** \_\_\_\_\_

\_\_\_\_\_

**Race** \_\_\_\_\_

**Previous Addresses (within the last ten years):**

\_\_\_\_\_

\_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Driver's License Number** \_\_\_\_\_ **State** \_\_\_\_\_

**Telephone Number(s)** \_\_\_\_\_

Applicant hereby solemnly swears or affirms the following:

- Every statement in this application is true and correct, and if any statement therein is false, the permit issued thereto may be revoked by the Beer Board, after notice of a hearing, in which event the burden shall be on the applicant to prove the correctness of all statements in the application.
- I am of good moral character and as manager of the business am able to conduct the sale of beer.
- The City has my full authorization and release to obtain all relevant information to investigate and determine my character, qualifications, and suitability for the issuance of a beer permit.
- I have not been convicted of driving under the influence within the past ten (10) years. (Not applicable if manager also possesses a current server permit from the Tennessee Alcoholic Beverage Commission)
- Unlawful gambling and gaming devices will not be allowed in the business.
- Beer will not be sold or served to a person who appears to be intoxicated.
- Beer will not be sold or served to a person under the age of twenty-one (21).
- Persons under the age of twenty-one (21) will not be allowed to consume beer or other alcoholic beverage, nor will they be allowed to loiter on the premises.
- The business will comply with the provisions of Tennessee Code Annotated §57-5-301(e)(1) regarding possession and transportation of beer by persons under the age of twenty-one (21).
- All laws, ordinances, rules, and regulations governing the sale or distribution of beer will be observed and complied with, and all employees will be trained accordingly.
- The business will be conducted in an orderly, peaceable and lawful manner and no loud or obnoxious noises will be allowed.
- No beer or other alcoholic beverages will be sold or consumed on the premises except during lawful hours as set by city ordinance.
- Should I cease to act as manager, this fact shall be reported to the City's Legal Department at 425-3530 within five (5) days.
- The City Manager (through the Oak Ridge Police Department) has full power, including right of entry, to enforce the beer ordinances and to inspect and investigate any reported or alleged violations without the necessity of a search warrant.
- My manager approval may be revoked or suspended, after notice and a hearing by the Board, for any violations of the above statements, for any misinformation or omission contained within this application, for any violation of the Code of Ordinances, Title 8, Chapters 6-8, or for any violations of State law relating to beer, alcohol or crimes of moral turpitude.

I hereby release, absolve and hold harmless the City of Oak Ridge, the Oak Ridge Beer Permit Board, the Oak Ridge Police Department, its employees, agents and representatives from any and all liability of whatever type for any damages, causes of action, personal property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or other matters related to my application. I hereby waive all possible liability of the City of Oak Ridge, the Oak Ridge Beer Permit Board, the Oak Ridge Police Department, its employees, agents and representatives as stated above.

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**CITY OF OAK RIDGE, TENNESSEE  
OAK RIDGE BEER PERMIT BOARD  
P.O. BOX 1  
OAK RIDGE, TENNESSEE 37831-0001**

**PHONE 865-425-3530**

**DECLARATION OF CITIZENSHIP OR LAWFUL RESIDENT  
MUST ACCOMPANY ALL APPLICATIONS FOR BEER PERMITS**

Tennessee Code Annotated §57-5-103(a) was amended by Public Chapter 29, effective July 1, 2015, to state: "a city or county shall not issue a permit ... unless the applicant has been a citizen or lawful resident of the United States for not less than one (1) year immediately preceding the date upon which the application is made to the city or county."

**Business Name** \_\_\_\_\_

All owners holding at least a five percent ownership interest must complete this form and return it before the beer permit application will be processed.

**Please Print Legibly**

Name: \_\_\_\_\_

Last

First

Middle

Maiden

Mailing Address: \_\_\_\_\_

Phone Number: Home: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Office: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**I am a United States Citizen:** Yes \_\_\_\_\_ No \_\_\_\_\_

Applicants claiming citizenship must provided a copy of one of the following:

1. A valid U.S. driver's license or photo ID meeting the criteria of the Department of Homeland Security.
2. An official birth certificate issued by a U.S. state, territory, or other jurisdiction.
3. A federally issued birth certificate.
4. A valid, unexpired U.S. passport.
5. A report of birth abroad of a U.S. citizen.
6. A certificate of citizenship.

**If you checked "No" please indicate from the list below which category applies to you:**

\_\_\_\_\_ Permanent/Lawful Resident (a copy of the "Green Card" must be provided)

\_\_\_\_\_ I am not a U.S. citizen or a Permanent/Lawful Resident.

I affirm under the penalty of perjury that the information on the front page is true and correct. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature

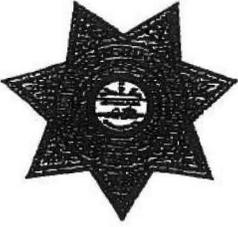
Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

AFFIX SEAL HERE

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

If an applicant is discovered to have falsified this form, the beer permit issued to that applicant must be immediately terminated and is void.



# KNOX COUNTY SHERIFF'S OFFICE

my "J.J." Jones  
Sheriff

## RELEASE OF ARREST RECORD

865/425-3530

JoAnn S. Oran -City of Oak Ridge  
Legal Department for the Oak Ridge Beer Permit Board

Person/Business Requesting Background Check \_\_\_\_\_  
Phone Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First MI Maiden

Other names used \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Address \_\_\_\_\_  
Street/Road # Apt # City/State/Zip

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_ Drivers License # \_\_\_\_\_

\_\_\_\_\_  
Signature of person releasing arrest record

~~If you cannot personally appear to have the background check completed, your signature must be notarized.~~

### Notarization

State of Tennessee, County of \_\_\_\_\_ Personally appeared before me,  
\_\_\_\_\_, with whom I am personally acquainted, and who acknowledged  
that he/she executed the within instrument for the purposes therein contained.  
Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
My commission expires \_\_\_\_\_  
Notary Public

(DO NOT WRITE BELOW THIS LINE - KNOX COUNTY SHERIFF'S OFFICE USE ONLY)

### Inquiry Results

Record Found \_\_\_\_\_ No Record Found \_\_\_\_\_ Local Warrants \_\_\_\_\_

Computer generated Arrest History Attached with \_\_\_\_\_ charges listed on \_\_\_\_\_ pages.

Record Checked by: \_\_\_\_\_ Date \_\_\_\_\_

Knox County Sheriff's Office raised seal must be present for record to be valid