



BEER PERMIT APPLICATION INSTRUCTIONS

PLEASE READ CAREFULLY. LAST UPDATED NOVEMBER 30, 2018.

Beer Ordinances and Statutes

Read the City of Oak Ridge beer ordinances. A copy is available on the City's website or you can ask for a copy from the Police Department. Additionally, familiarize yourself with the State of Tennessee laws related to the sale of beer.

Beer Permit Application

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."

Fees

Permanent beer permit applications (Classes A-D, F) have a \$250.00 non-refundable application fee (per permit) sought. Special event beer permit applications (Class E) have a \$25.00 non-refundable application fee. Application fees are due at the time of submittal of the application or the application will not be processed. Application fees must be payable to the City of Oak Ridge and should be in the form of a check or money order.

Manager Application

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. New beer permit applications will not be processed without a companion manager application. In the event a manager is no longer employed at the establishment, a new manager application must be submitted within fifteen (15) days of the prior-approved manager leaving.

Records (Background) Check

A current (conducted within the last thirty (30) days), completed background check must accompany all applications in order for the application to be processed and scheduled for a Beer Board meeting. The background check must be completed by the state bureau of investigations in which the person resides. Example: Tennessee residents must have a Tennessee Bureau of Investigations (TBI) report). Tennessee background checks can be obtained online. Each listed manager and each owner (an owner is a person owning at least 5% of the business) must be provided.

Submittal of Applications

Applications must be submitted to the Oak Ridge Police Department Records Division for processing. Applications must be turned in at least fifteen (15) calendar 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. The Board's meeting calendar is posted online.

Life Safety Inspection

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 Police 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. Beer permits will not be issued unless the Life Safety Inspection is passed.

Appearance before Beer Board

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 rather than one owner. Members of the management team must be able to address and respond to the Beer Board's questions.



BEER PERMIT APPLICATION INSTRUCTIONS CONTINUED

and concerns. Translators are not on standby for Beer Board meetings. Please make prior arrangements for a translator to be present at the meeting if you need one, or inform the Police Department at the time of application submission.

If you miss your scheduled Beer Board meeting, the Beer Board will typically postpone 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 Police Department in advance.

Citizenship

Effective July 1, 2015, and in accordance with Tennessee Code Annotated §57-5-103(a)(10), all beer permit applicants must be U.S. citizens or permanent/lawful residents for at least one year immediately prior to making application for a beer permit. 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 part of the application packet.

Business License

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.

Annual Privilege Tax

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. Notices are submitted annually to the business as a reminder to pay the privilege tax by January. Failure to pay must result in suspension or revocation of the beer permit.

Hours of Sale

The hours of sale for beer are dependent upon the type of permit obtained.

Class B:	6:00 a.m. to 3:00 a.m., all days
Classes C, E*, and F:	7:00 a.m. to 3:00 a.m., Monday-Saturday
	10:00 a.m. to 3:00 a.m., Sundays

* Special events (Class E) designate hours of sale on their permit, which hours are then approved by the Beer Board and must not exceed the time periods shown above.

Questions

Please call the City's Police Department at (865) 425-3504 with any questions about the beer permit application process.

End of Instructions

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

I hereby make application to the Oak Ridge Beer Permit Board for approval as Manager of the below named business 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. If not a brand new business, 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 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):

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 Police Department at 425-3504 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 City's beer ordinances, 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, and their 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, and their 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

For official use by the City/Oak Ridge Beer Permit Board:

Business Name: _____

Business Location: _____

Manager's Name: _____

Advertised _____

Approved: Yes _____ No _____

Hearing Date _____

Conditioned upon:

_____ Nothing

_____ Completed background investigation

Signature of Beer Permit Board Secretary

**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.