



# CITY OF KNOXVILLE

## APPLICATION FOR BEER PERMIT *Information and Checklist*

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This application must be completely filled out before it is turned in with permit application fees (**non-refundable**) and the requirements listed. By making this application, the applicant assumes personal responsibility for all information provided. It is the applicant's responsibility to see that the application is complete and correct. The applicant must make appointments for the required inspections by city and county personnel. The Beer Board can deny an application for any incorrect, inaccurate or false information provided; at the least, the Board may delay action on an application for any information it finds unacceptable. Copies of licenses and documents must be submitted with the completed beer permit application to the City of Knoxville Business Tax Office, City/County Building, 400 Main Street, Ste. 450. Please contact this office at (865) 215-2083 with any questions about the application process. Each application must be signed and notarized. **After application and payment are received, all owners and managers must go to the Knoxville Police Department for records checks, fingerprints and photographs—the Beer Board will NOT consider applications without records checks on ALL applicants.** The owner shall list the local manager(s) responsible for operations. Any change in management must be reported and a manager application submitted to the city business tax office. A new manager is subject to a background check and applicable fee. Applicant may not have been convicted of any crime involving moral turpitude or violation of any alcoholic beverage law within the ten (10) years prior to applying for permit. **Prior to issuance of the beer permit, and on an annual basis thereafter, permittee or on-site manager must complete the TASK (Tennessee Alcohol Seller/Server Knowledge) program conducted by KPD.**

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A permit is valid only for the business(s) of the owner named in the permit at the named location. Permits are issued to the owner of the business, whether a person, firm, corporation, joint-stock company, LLC, etc. A beer permit is not transferable from owner to owner or location to location. A permit is for a single location only and 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. On-premise permits require establishments to be a minimum distance of 300 feet from any school, day care, hospital or funeral home, measured building line to building line; off premise requires 50 feet of distance. **The applicant MUST provide this information in the application document and is accountable for providing complete and accurate information.** When an owner is planning to operate two or more restaurants or other businesses within the same building, the owner may, in his or her discretion, operate some or all of such businesses under the same permit if conditions for consumption are identical. Beer permit approval is restricted to sites in compliance with current Knoxville building codes; owners for sites that have been condemned need not apply. **If approval is subject to final documentation, you are not allowed to sell beer. A permit will be issued only upon receipt of appropriate documentation within ninety days of approval date or beer permit is void unless further action is taken by the Beer Board.**

After application is filed, it is the applicant's responsibility to arrange for building, fire and health inspections. Additional information for obtaining these inspections is provided at the time the beer permit application is filed. The City will place a public notice in the Knoxville News-Sentinel. This notice will run one (1) time at least ten (10) days prior to the Beer Board meeting. In addition, a notice will be posted by KPD at the establishment at least ten (10) days prior to the Beer Board meeting. State law requires a \$100.00 annual privilege tax which is due each January. New permittees will pay a prorated annual tax. A permit holder must surrender the beer permit to the City Business Tax Office within fifteen (15) days of termination of the business, change in ownership, relocation of the business or change in the business name. A change in ownership for a corporate owner occurs when at least fifty percent (50%) of the stock of the corporation is transferred to a new owner. Use the form on the reverse side of the beer permit for surrendering purposes.

**CITY OF KNOXVILLE**  
**APPLICATION FOR BEER PERMIT**  
*Information and Checklist*

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The city Beer Board meets once a month. The following items must be completed and copies provided (*if applicable*) before the meeting to ensure consideration of the application.

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**NOTE: The completed application MUST BE SUBMITTED to the City of Knoxville Business Tax Office BY THE FIRST DAY OF THE MONTH in order to appear on that month's agenda.**

- New application completed & submitted to city business tax office:  
Agenda Date (Beer Board Meeting): \_\_\_\_\_ @ \_\_\_\_\_ p.m.  
City/County Building, Main Assembly Room  
**\*\*Owner or Manager MUST be present at meeting for consideration of permit.\*\***
  
- Permit application fee paid (**all fees non-refundable**) .....\$250.00
- Records check(s) **Knoxville Police Department:**  
**Contact Inspections Unit: (865) 215-7379** (Information Sheet Provided)  
**BEER BOARD WILL NOT CONSIDER APPLICATIONS WITHOUT COMPLETED RECORDS CHECKS ON ALL APPLICANTS**
  
- Publication fee paid .....\$25.00
- Current City Business License.....\$15.00
- Certificate of Zoning and, if applicable, Use on Review Approval from:  
**Plans Review/Inspections, City/County Bldg, Ste 475: (865) 215-2999**
- Copy of Corporate Charter, LLC, etc. (if applicable)
- Submit Plan for Clerk/Server Compliance
- Building Inspector's Approval  
**Contact office for appointment: (865) 215-2999 (after filing application)**
- Fire Prevention Bureau Approval  
**Contact office for appointment: (865) 215-2283 (after filing application)**
- Knox County Health Department Approval  
**Contact office for appointment: (865) 215-5200 (after filing application)**
- Copy of Certificate of Registration for Tennessee Sales Tax:  
7175 Strawberry Plains Pike, Suite 300, (865) 594-6100
- Copy of **TASK** Program certificate issued by:  
**Knoxville Police Department Inspections Unit: (865) 215-7379**
- Surrender of Beer Permit from former owner: \_\_\_\_\_  
(If Applicable)

**CITY OF KNOXVILLE**  
**APPLICATION FOR BEER PERMIT**

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**It is the applicant's responsibility to provide complete and accurate information. The Beer Board could deny or delay action on the application if any information is not accurate.**

I / we hereby make application for a permit to sell, store, or distribute beer or other beverages authorized to be sold, stored or distributed under the provisions of the City of Knoxville alcoholic beverages ordinance Chapter 4 and base my application upon the answers to the following questions:

1. Reason for Application:  New Business     New Ownership     Name Change     Other \_\_\_\_\_
  
2. Name of Business Owner(s): \_\_\_\_\_
  
3. Is Owner a:  Corporation     General Partnership     Limited Partnership     LLC     Sole Proprietorship  
 Other \_\_\_\_\_
  
4. Under what name will the business operate: \_\_\_\_\_
  
5. Business Address: \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_
  
6. Property Owner's Name: \_\_\_\_\_ Phone \_\_\_\_\_
  
7. Type of business you will operate: \_\_\_\_\_
  
8. List names of **all** general partners and owners and **designate PERCENTAGE of ownership**. (Use additional paper if necessary.) Each person owning 5% or more of the business must complete an owner/manager application (attached) and submit to a city of Knoxville Police Department background check. If ownership is a corporation, please indicate whether the corporation is privately held or publicly traded. If privately held, each person owning 5% or more of the corporation must complete an owner/manager application and submit to a city of Knoxville Police Department background check.  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
  
9. List the name(s) of managers or others on-site responsible for operations. Any change in management **must** be reported to the Business Tax Office. A new manager is subject to a background check and applicable fees. Each individual listed must complete an owner/ manager application and submit to a City of Knoxville Police Department background check.  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
  
10. List machines currently in use or planned for use on premises and **owner** of machines (cigarette, pinball, jukebox, etc.)  
  
\_\_\_\_\_
  
11. Type of permit requested:  
  
 Off Premise     On/Off Premise     Manufacturer/Distributor     Self-Serve

**CITY OF KNOXVILLE**  
**APPLICATION FOR BEER PERMIT**  
**AFFIDAVIT**

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1. I/we \_\_\_\_\_ hereby solemnly swear or affirm that each statement in this application is true and correct and understand that if any statement contained herein is false, the permit issued is automatically forfeited and voided. Furthermore, that in the event of forfeiture I/we shall not be eligible to receive another permit for a period of ten (10) years pursuant to Tennessee Code Annotated § 57-5-105(d).
2. I/we understand that all applicants are charged with the responsibility of knowing the local and state beer laws. I/we are aware that the penalty for violating state or local beer laws can include revocation or suspension of the permit and/or the imposition of civil penalties up to ONE THOUSAND FIVE HUNDRED 00/100 DOLLARS (\$1,500.00) PER OFFENSE.
3. I/we understand that if the business allows illegal gambling on the premises that the beer permit will be subject to revocation.
4. I/we understand that a requirement of beer permit issuance is the permittee(s) and ON-SITE manager(s) who will supervise and/or sell and serve the beer at the establishment must complete alcohol education and training programs in accordance with City of Knoxville Code Section 4-60(c).
5. I/we understand that by submitting this application, a background investigation shall be conducted on the applicant(s) and on all ON-SITE managers who will be selling beer at the permitted establishment. It is further understood that any and all documents related to that investigation shall become public record open for public inspection and reproduction pursuant to Tennessee Code Annotated § 10-7-503.
6. I/we understand that a requirement of maintaining good status standing with the Knoxville Beer Board, is that I/we must notify the City of Knoxville Business Tax Office each time there is a change in the on-site manager responsible for selling the beer.
7. I/we hereby release, absolve and hold harmless, the City of Knoxville, the Knoxville Beer Board, the Knoxville Police Department, its employees, agents and representatives from any and all liability of whatever type for any damages, causes of actions, personal property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or any other matters related to my application. I/we hereby waive all possible liability of the City of Knoxville, Knoxville Beer Board, Knoxville Police Department, its employees, agents and representative as stated above.
8. I/we agree that the hiring of an employee who has been convicted within the past ten (10) years of any law relating to the sale, possession, manufacture or transportation of intoxicating beverages, including beer, as defined by City of Knoxville Code Section 4-37 or the hiring of an employee who has been convicted of any felony or crime involving moral turpitude within the past ten (10) years will be cause for possible revocation of the beer permit.
9. I/we understand if any information given in the application subsequently changes, I/we will immediately notify the Knoxville Beer Board c/o Business Tax Office.
10. I/we understand that if the business closes down, relocates, or there is ANY change in the ownership of the business, the permit will be surrendered to the Business Tax office within 15 days of said change for appropriate action.
11. I/we assume full responsibility for the permit and will be accountable for full compliance with the laws of Knoxville and the State of Tennessee in the sale of beer.
12. I/we have read the foregoing release. I/we fully understand its provisions, and voluntarily consent to abide by its requirements.
13. I/we acknowledge and understand that the fees paid for the beer permit application process are non-refundable.
14. The undersigned is the applicant or the bona fide and qualified agent/representative of the corporate applicant.

\_\_\_\_\_ Date: \_\_\_\_\_  
*Applicant Signature or Agent/Representative*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Co-Applicant Signature*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Co-Applicant Signature*

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

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

**CITY OF KNOXVILLE**  
**APPLICATION FOR BEER PERMIT**  
**OWNER/MANAGER APPLICATION**

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Reason for Application:       New Application       Manager Change or Addition

1. Name \_\_\_\_\_  Owner--**Percentage of Ownership** \_\_\_\_\_%     Manager
2. Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
3. Home Phone (\_\_\_\_) \_\_\_\_\_ Cellular Phone(\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_
4. Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Social Security # \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_
5. Local Business Name \_\_\_\_\_
6. Local Business Address/ZIP \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_
7. Have you ever been convicted of any violation of liquor and/or beer laws, felonies, or any crime involving moral turpitude, within the last ten years, or do you have any charges **currently pending**?       Yes       No  
If yes, give particulars of each charge, including city, county, state: court and date: \_\_\_\_\_
8. Have you ever had a beer permit revoked, suspended, or denied?       Yes       No  
If yes, explain: \_\_\_\_\_
9. Have you ever been convicted of any misdemeanors (Speeding, DUI, Simple Assault, etc.) within the last ten (10) years or have any charges currently pending?       Yes\*       No  
**\*If yes, give particulars of each charge, including city, county, state: court and date:** \_\_\_\_\_
10. Do you understand both the state laws and the local laws regulating the sale and distribution of beer in the City of Knoxville?       Yes       No
11. Do you understand that **allowing illegal gambling** on the premises will subject the permit to revocation?       Yes       No

**AFFIDAVIT**

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I hereby solemnly swear or affirm that each statement in this application is true and correct and agree that if my statement is false, the permit issued may be revoked by the Beer Board, upon notice and hearing, and that the burden is on the permittee to prove the correctness of all the statements in this application.

I understand that this application is subject to the Tennessee Public Records Act and shall be open for inspection and reproduction by any citizen. Tennessee Code Annotated §10-7-503.

I, \_\_\_\_\_, understand that by submitting this application, a background investigation shall be conducted and any and all documents related to my investigation shall become public records.

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

I have read and understand the foregoing Release and understand its provisions and voluntarily consent to abide by its requirements.

\_\_\_\_\_  
*Signature of Applicant*      Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

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

*CITY OF KNOXVILLE*  
APPLICATION FOR BEER PERMIT

***Notice of Actions Contact***

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Pursuant to City of Knoxville Code Section 4-67, the City requires the applicant to designate an individual ***residing within Knox County*** to receive notice of actions of the City or the Beer Board and to accept service of process. Please provide the name of the individual, their position with the applicant (owner, manager, etc.) and their address (may be business location). Note that the applicant is required to notify the City in accordance with Section 4-67 if there is any change in this information. In addition to a local address, please provide an address to which certified mail may be sent.

**BEER PERMIT APPLICATION:**

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

Business Location: \_\_\_\_\_

**PERSON RESPONSIBLE TO RECEIVE SERVICE OF PROCESS:**

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

Position: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

**CERTIFIED MAILING ADDRESS:**

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

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

City, State, Zip: \_\_\_\_\_

**CITY OF KNOXVILLE**  
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***Property Details***

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Property Address: \_\_\_\_\_

Directions to business, including any landmarks:


Property Owner Information:

Name \_\_\_\_\_

Phone \_\_\_\_\_

***Neighborhood Demographics***

Provide the following locations nearest to the business. Provide ALL lines of information requested. You may want to drive or walk the area around the business location to determine which facilities are closest. You will be held accountable for the information provided.

***\*\*Must be filled in completely – No Exceptions\*\****

School / Day Care:

Name \_\_\_\_\_

Address \_\_\_\_\_

Funeral Home:

Name \_\_\_\_\_

Address \_\_\_\_\_

Hospital:

Name \_\_\_\_\_

Address \_\_\_\_\_



# KNOXVILLE POLICE DEPARTMENT

## THE CITY OF KNOXVILLE, TENNESSEE

### RECORDS CHECKS INFORMATION

Records checks, fingerprints and photographs conducted by appointment only (865) 215-7379 on Tuesdays and Thursdays. **Ask for the Inspections Unit when arriving for your appointment.**

Cost is \$32.65 – cash, money order, or business/cashier's check, payable to the City of Knoxville.

Two forms of government-issued ID required.

**Deadline** is the Thursday before the scheduled Beer Board meeting.\*

### TASK CLASS

Held on Thursdays at KPD – 800 Howard Baker Jr Ave, Knoxville, TN 37915

Registration/Administrative instruction begins at 9:45 a.m. **Late arrivals will not be permitted entry.**

Instruction runs from 10:00 a.m. – 3:00 p.m.

Cost is \$50.00 – cash, check or money order payable to the City of Knoxville.

Government-issued photo ID is required to sit for class.

Applicants can complete the required records checks/fingerprints/photographs while attending the class. Two forms of government-issued ID needed.

### IMPORTANT:

\*The Beer Board **will not** consider applications without Police Department records checks, fingerprints, and photographs on all owners and managers listed on the application, and TASK program certification. To complete the process, owners/managers **MUST** make an appointment as soon as possible with the Knoxville Police Department Inspections Unit at (865) 215-7379 for fingerprinting/records check and photographs. **IMPORTANT** – You must provide proof of your Social Security number at the Police Department, with either of the following:

- Social Security card
- Form from the Social Security Administration
- Pay stub listing Social Security number
- Government-issued medical insurance card
- Voter registration card

**\*\*Owners residing outside of Tennessee, please contact the Inspections Unit (865) 215-7379 for instructions.**





## **Guidelines for Server Compliance Plans**

Your Server Compliance Plan is an important piece of your application. A detailed Server Compliance Plan gives members of your Beer Board insight on how you plan to eliminate underage alcohol sales and prevent over serving customers. As you are writing your Server Compliance Plan, be sure to consider the type of business you are and the environment you will be serving. If you are serving in an area with a lot of underage traffic, you should consider providing more specific detail on how you will prevent service to minors. Additional detail may be needed if you are serving off premises or on premises, as well as if you are a special event. It's important to address any potential concerns that could be unique to your business, environment, or special event in your Server Compliance Plan.

Ultimately, your Server Compliance Plan should describe how you intend to prevent sales or service of alcohol to people who are underage or impaired. There are different types of beer permits, so depending on the type of permit, Server Compliance Plans may contain different elements.

### **Elements of your plan may include, but are not limited to, the following:**

- Compliance training for servers/clerks/management/new hires;
- Frequency of compliance training;
- Signage visible to customers and staff that communicate laws and policies on drinking;
- Policy & procedure for checking IDs;
- Point-of-sale use of scanners/computers/calendars to confirm customer is a legal drinking age;
- Daily process for servers going over proper sale procedures;
- Frequency of checking IDs;
- Procedure for catching fake IDs;
- Procedure for preventing over serving alcohol;
- Procedure to refuse service or sale of alcohol;
- Use of wristbands or other indicators for age 21 and over customers;
- Number of alcoholic beverages that may be served at one time to a customer;
- Corrective action plan for employees who violate your alcohol policies and/or laws;
- Plan of how the public areas of your business will be monitored to prevent minors from obtaining alcohol served to other patrons;
- Internal compliance checks;
- Any other elements you may have.