

CITY OF JOHNSON CITY
CERTIFICATE OF COMPLIANCE RETAIL FOOD STORE WINE
Information

The information and checklist set out below is not an all-inclusive list of instructions for completion of a Certificate of Compliance Retail Food Store Wine application for the City of Johnson City, Tennessee. Instead, the list provides reminders to help applicants turn in completed applications. Incomplete and inaccurate applications are considered void and of no effect.

The application must be fully completed and must include all secondary documents with the non-refundable license application fees **(\$250.00)**. 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 application must be considered and approved by the Beer Board. The applicant or attorney representing the applicant must attend the Beer Board meeting. The Board can deny an application for any incomplete, incorrect, inaccurate or false information provided; at the least, the Board may delay action on an application for any information it finds unacceptable. The completed application must be submitted to the Finance Department, Municipal and Safety Building, 601 E. Main Street, Johnson City, Tennessee.

A Certificate of Compliance is valid only for the business(s) of the owner named in the license at the named location. Certificate of Compliances are issued to the owner of the business, whether a person, firm, corporation, joint-stock company, LLC, etc. A Certificate of Compliance is not transferable from owner to owner or location to location. A Certificate of Compliance is for a single location only. **The applicant MUST provide this information in the application document and is accountable for providing complete and accurate information.**

A Certificate of Compliance will not be issued without the legal description of the premises on which this business is or will be located; a copy of the deed to the subject premises or leases agreements to which the same are subject; and a survey by a licensed surveyor depicting all boundaries of the subject premises and showing the location of any and all structures thereon. The City will perform background checks on all persons listed in the application as owner, manager, supervisor and server.

Mandatory Item Checklist

- License application fee paid (**non-refundable**).....\$250.00
- Current Johnson City business license
- Certificate of Registration for Tennessee Sales Tax
- Current Driver’s License or Other Proof of Residents for Photo Identification Purposes
- Legal description of property
- Deed to subject property showing ownership or leases agreements
- Survey by a licensed surveyor depicting all boundaries of the subject premises and showing the location of any and all structures thereon
- Certificate of Zoning (**City office use only**)
- Background record check(s) (**City office use only**)

Application Form
Certificate of Compliance Retail Food Store Wine

Personal Data

This application must be complete when submitted to the Finance Department. Failure to supply requested information might result in rejection of the application by the Beer Board.

1. Name of Individual in Charge of Business: _____
2. Home Address: _____, _____, _____
(Street/City) (State) (Zip)
3. Home Phone: _____ Cell Phone: _____
4. Date of Birth: _____ Social Security Number: _____
5. Drivers License # _____
6. Home Email: _____
7. Have you ever been convicted of any violation of State or Federal Law or Municipal Ordinance? If yes, specify offense, date , and place of occurrence:

Store Name/Location and Financial Data

8. Store Name: _____
9. Store Location: _____, _____
_____ (Street/City) (State) (Zip)
10. Current Address (if relocation is requested):
_____, _____
_____ (Street/City) (State) (Zip)
11. Mailing Address:
_____, _____
_____ (Street/City) (State) (Zip)

12. Store _____ Phone: _____ Store
 Email: _____
13. Designated zoning of proposed Store: _____
NOTE: Zoning letter from Development Services must be attached to this application.
14. Property Owner Name: _____ Phone _____
15. Property Owner Address: _____, _____
 _____ (Street/City) _____ (State)
 _____ (Zip)

STATEMENTS

I, _____, certify that no person prohibited from having any direct or indirect interest in the proposed store has such an interest. I further state that all attachments are true and accurate. I realize that falsification of any portion of this application shall be grounds for rejection of this application. The applicant, or applicants, agrees to comply with the State and Federal laws and City ordinances and the rules and regulations of the Alcoholic Beverage Commission and of the State Commissioner of Revenue with references to the sale of alcoholic beverages, and agrees to the validity of and reasonableness of the inspection fees which by ordinance are adopted by the Board of Commissions for the City of Johnson City, Tennessee, now or during the term of the license which may be issued.

 Signature of Applicant

State of Tennessee)
 County of _____)

The applicant named above in my presence and who, after being duly sworn according to law, made oath that the facts as stated therein are true, signed this application.

This the _____ day of _____, 20 _____

Notary Public: _____

My Commission Expires: _____