



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.