



Dear ABC Permit Applicant:

The ABC Commission requires any business interested in obtaining an alcohol beverage permit to have the Charlotte-Mecklenburg Police Department sign off on the Local Government Opinion Form 001. The following documents are required in order to process your request. Please submit copies *only*.

- Local Government Opinion Form**
- The "green sheet" or the Inspection/Zoning Compliance sheet. This sheet must be signed by the fire, building and zoning inspectors.**
- A copy of the lease or ownership information for the building that your alcoholic beverage establishment will be located.**
- A diagram of the inside of the establishment. This diagram can be hand drawn, but should show where all alcohol will be served and stored.**
- A copy of the Articles of Incorporation, if applicable.**
- A copy of a menu if the establishment is a restaurant.**
- A copy of membership rules and regulations (applies to private clubs only).**

The background investigation is rather extensive and requires at least 15 working days to complete. Be advised these investigations may take longer than 15 days. The following is a list of what the officer will investigate about all applicants for the alcoholic beverage permits:

- ◆ Local and national arrest history
- ◆ Driving record
- ◆ Local and business victim records maintained by the police department.
- ◆ The 911 calls for service at the proposed location of the establishment.
- ◆ The arrests at the proposed location of your establishment.
- ◆ The clerk of civil court about any civil judgments against you or your corporation, if applicable.
- ◆ The amount of crime in a 500 foot radius of the proposed establishment's location.
- ◆ A neighborhood survey of the area around the proposed establishment's location.
- ◆ The N.C. employment security commission's files on you.
- ◆ Any past locations that you have held alcoholic beverage permits, including any past ABC violations.

Important contact numbers for ABC applicants:

- ◆ Charlotte-Mecklenburg Police Department ABC line 704-432-0428
Danielle.strayer@cmpd.org