



Alcohol Beverage Permit Checklist

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

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