

## RESTAURANT LICENSE CHECKLIST

### FINANCE AND ADMINISTRATION SERVICES

This checklist is designed to aid both the Applicant and the City in the completion and processing of the restaurant license application. Completed application and all required documentation may be submitted in person or by mail, email, or fax [(251) 968-1470].

All business licenses expire December 31<sup>st</sup>. Renewals are due January 1<sup>st</sup> and are delinquent after January 31<sup>st</sup>.

#### Completion of application:

- Completed business license application (separate application per business location)
  - Application must be typed or printed
  - Signed by owner, partner, or business officer (unless submitted electronically)
- Required documentation:
  - Copy of driver's license
  - Baldwin County Food Permit ([www.adph.org](http://www.adph.org))
  - Alcoholic Beverage License with County and City (if applicable)
    - Completed liquor license application with ABC Board
      - [www.abcboard.state.al.us](http://www.abcboard.state.al.us) or (205) 947-2971
    - Completed liquor license application with City of Gulf Shores
      - [egrow@gulfshoresal.gov](mailto:egrow@gulfshoresal.gov) or (251) 968-2426
      - complete 2 fingerprint cards with Gulf Shores Police Department
      - submit payment for legal advertising fees of \$50.00
      - copy of completed ABC Board application
    - 2 week public advertising required
    - City Council approval required

#### Processing of application:

- Physically located in Gulf Shores:
  - Revenue: reviews application and required documentation for completeness
  - Planning & Zoning: reviews for zoning compliance
  - Fire Marshal: performs safety inspection
  - Revenue: collects payment and issues certificate