

TO APPLY FOR AN ABC PERMIT:

1. Review the requirements (attached).
2. Complete the list of items below and return to JPD
3. Have fingerprint cards completed for each person applying for a permit at JPD or other law enforcement agency.
4. Once approved, submit the completed forms (to include NEW Recycling and proof of training forms) and fingerprint card to the ABC Commission.
5. Take Temporary ABC Permit or letter of denial to City Hall Water Billing.
6. Pay for and receive Privilege License.

LIST OF ITEMS NEEDED FOR COMPLETE APPLICATION:

1. Application for ABC Retail Permit
2. Local Government Opinion Form
3. Inspection/Zoning Compliance Form
4. Authority for Release of Information Form
5. Recycling Compliance Form
6. Proof of Alcohol Seller/Server Training Form
7. City of Jacksonville Beer & Wine Application
8. Local Background Check (from Onslow County Courthouse)
9. Two sets of Fingerprint Cards (one for JPD & one to submit to ABC Commission)
10. Money Order (\$14.00 made out to NC Department of Justice)
11. Passport size photos (can be obtained from Walgreens or Rite Aid)

** If you would like JPD to complete your fingerprints, the cost is \$20, and you will need to pay at City Hall**

North Carolina Alcoholic Beverage Control Commission - Retail Permit

The following information has been established to guide business owners within the City limits of Jacksonville or the Extraterritorial Jurisdiction (ETJ) through the NCABC Retail Permit process.

The City of Jacksonville NCABC Retail Permit Review Process:

Establishment within the City Limits:

- 1) Applicant Submits a Completed Application Packet to Jacksonville Police Department.
- 2) Jacksonville Police Department (JPD) begins their review process and forwards application to the Jacksonville Fire Department
- 3) The Jacksonville Fire Department reviews/signs application and forwards to the Inspections Division
- 4) The Inspection Division reviews/signs application and forwards to the Planning Division
- 5) The Planning Division reviews/signs application and forwards back to JPD
- 6) JPD Notifies Applicant & Business License Office
- 7) Applicant Picks Up Signed Application from JPD and Delivers Application to NCABC
- 8) Applicant Brings NCABC Information back to City Hall (Business License Office)

Establishment within the Extraterritorial Jurisdiction:

- 1) Applicant Submits a Completed Application Packet to Jacksonville Police Department.
- 2) Jacksonville Police Department forwards application to the Jacksonville Fire Department
- 3) The Jacksonville Fire Department reviews/signs application and forwards to the Inspections Division
- 4) The Inspection Division reviews/signs application and forwards to the Planning Division
- 5) The Planning Division reviews/signs application and forwards to Onslow County Sheriffs Department (OCSD)
- 6) OCSD Notifies Applicant
- 7) Applicant Picks Up Signed Application from OCSD and Delivers Application to NCABC

Qualifications for permit. (18B-900)

Requirements. -- To be eligible to receive and to hold an ABC permit, a person shall:

1. Be at least 21 years old, unless the person is a manager of a business selling only malt beverages and unfortified wine, in which case the person shall be at least 19 years old;
2. Be a resident of North Carolina unless:
 - a. He/she is an officer, director or stockholder of a corporate applicant or permittee and is not a manager or otherwise responsible for the day-to-day operation of the business; or
 - b. He/she has an executed power of attorney designating a qualified resident of this State to serve as attorney-in-fact for the purposes of receiving service of process and managing the business for which permits are sought.
3. Not have been convicted of a felony within three years, and, if convicted of a felony before then, shall have had his citizenship restored;
4. Not have been convicted of an alcoholic beverage offense within two years;
5. Not have been convicted of a misdemeanor controlled substance offense within two years;
6. Not have had an alcoholic beverage permit revoked within three years; and
7. Not have, whether as an individual or as an officer, director, shareholder or manager of a corporate permittee, an unsatisfied outstanding final judgment that was entered against him in an action under Article 1A of Chapter 18B.

Who Must Qualify -- Exceptions.

For an ABC permit to be issued to and held for a business, each of the following persons associated with that business must qualify under subsection:

1. The owner of a sole proprietorship;
2. Each member of a firm, association or general partnership;
 - a. Each general partner in a limited partnership;
 - b. Each manager and any member with a twenty-five percent (25%) or greater interest in a limited liability company;
3. Each officer, director and owner of twenty-five percent (25%) or more of the stock of a corporation except that the requirement of subdivision No.(1) above, does not apply to such an officer, director, or stockholder unless he is a manager or is otherwise responsible for the day-to-day operation of the business;
4. The manager of an establishment operated by a corporation other than an establishment with only off-premises malt beverage, off-premises unfortified wine, or off-premises fortified wine permits;
5. Any manager who has been empowered as attorney- in-fact for a nonresident individual or partnership.

Issuance of permits. (18B-901)

Who Issues. -- All retail ABC permits shall be issued by the Commission. Before issuing a retail ABC permit, the Commission shall give notice of the permit application to the governing body of the city in which the establishment is located. If the establishment is not inside a city, the Commission shall give notice to the governing body of the county. The Commission shall allow the local governing body 15 days from the time the notice was mailed or delivered to file written objection to the issuance of the permit. To be considered by the Commission, the objection shall state the facts upon which it is based.

Factors in Issuing Permit. -- Before issuing a permit, the Commission shall be satisfied that the applicant is a suitable person to hold an ABC permit and that the location is a suitable place to hold the permit for which he has applied. To be a suitable place, the establishment shall comply with all applicable building and fire codes. Other factors the Commission shall consider in determining whether the applicant and the business location are suitable are:

1. The reputation, character, and criminal record of the applicant;
2. The number of places already holding ABC permits within the neighborhood;
3. Parking facilities and traffic conditions in the neighborhood;
4. Kinds of businesses already in the neighborhood;
5. Whether the establishment is located within 50 feet of a church or public school or church school;
6. Zoning laws;
7. The recommendations of the local governing body; and
8. Any other evidence that would tend to show whether the applicant would comply with the ABC laws and whether operation of his business at that location would be detrimental to the neighborhood.

Commission Authority. -- The Commission shall have the sole power, in its discretion, to determine the suitability and qualifications of an applicant for a permit.

Investigation. -- Before issuing a new permit, the Commission, with the assistance of the Alcoholic Law Enforcement Division, shall investigate the applicant and the premises for which the permit is requested.

False Information. -- Knowingly making a false statement in an application for an ABC permit shall be grounds for denying, suspending, revoking or taking other action against the permit and shall also be unlawful.

Duration of permit; renewal and transfer. (18B-903)

Duration. -- Once issued, ABC permits shall be valid for the following periods, unless earlier surrendered, suspended or revoked:

1. On-premises and off-premises malt beverage, unfortified wine, and fortified wine permits; culinary permits; and all permits listed in G.S. 18B-1100 shall remain valid indefinitely;
2. Limited special occasion permits shall be valid for 48 hours before and after the occasion for which the permit was issued;
3. Special one-time permits issued under G.S. 18B- 1002 shall be valid for the period stated on the permit;
4. Temporary permits issued under G.S. 18B-905 shall be valid for 90 days; and
5. All other ABC permits shall be valid for one year, from May 1 to April 30.

Renewal. -- Application for renewable permits shall be on a form provided by the Commission. An application for renewal shall be accompanied by an application fee of twenty-five percent (25%) of the original application fee set in G.S. 18B- 902, except that the renewal application fee for each mixed beverages permit and each guest room cabinet permit shall be seven hundred fifty dollars (\$750.00). A renewal fee shall not be refundable.

Change in Ownership. -- All permits for an establishment shall automatically expire and shall be surrendered to the Commission if:

1. Ownership of the establishment changes; or
2. There is a change in the membership of the firm, association or partnership owning the establishment, involving the acquisition of a twenty-five percent (25%) or greater share in the firm, association or partnership by someone who did not previously own a twenty-five percent (25%) or greater share; or
3. Twenty-five percent (25%) or more of the stock of the corporate permittee owning the establishment is acquired by someone who did not previously own twenty-five percent (25%) or more of the stock.

Transfer. -- An ABC permit may not be transferred from one person to another or from one location to another.

Name Change. -- The Commission may issue new permits to a permittee upon application and payment of a fee of ten dollars (\$ 10.00) for each location when the permittee's name (due to marriage/divorce) or name of the business is changed.

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION**

Location: 400 EAST TRYON ROAD
RALEIGH NC 27610
(919) 779-0700
abc.nc.gov

MAIL TO ADDRESS ON BACK OF FORM

HOW TO APPLY FOR AN ABC RETAIL PERMIT

I. INSTRUCTIONS

- A. Complete this application in its entirety. It must be signed and notarized.
- B. The correct fee(s) must accompany the application. Payment must be by a certified check, cashier's check or money order and made payable to the North Carolina ABC Commission.
- C. Include one (1) completed fingerprint card for each person participating in the business who is required to submit an application. A required fingerprint-processing fee of \$38.00 per person may be added with the permit fee in a single check.
- D. Include a copy of the lease or rental agreement, or a copy of the registered deed, specifying the applicant(s) as lessee/owner. This document must include the address or property description of the business. The lease/rental agreement must include the effective beginning date and term of the agreement.
- E. Submit a completed Local Government Opinion Form (Form 001) signed by the appropriate official.
- F. Submit a completed Inspection/Zoning Compliance Form (Form 002) signed by the appropriate officials.
- G. Submit a completed Proof of Alcohol Seller/Server Training Form.
- H. Include appropriate Recycling Form (on premise malt beverage, fortified wine, unfortified wine and mixed beverage applicants only.)
- I. Include a detailed diagram of the premises – (Mixed Beverage applicants only.)
- J. The following additional documents are required for:

1. RESTAURANTS AND HOTELS applying for on premise fortified wine, brownbagging restaurant and/or mixed beverages.

- a. A copy of the food menu.
- b. The price list of common or popular mixed beverages.
- c. Photographs that show the following:
 - (1) The front exterior of the premises.
 - (2) All the dining areas, including patios and outdoor areas, where alcoholic beverages may be sold or consumed.
 - (3) The bars, counters and mixing stations.
 - (4) The storage area(s) for alcoholic beverages.
 - (5) The entire kitchen with all equipment.

2. EATING ESTABLISHMENTS applying for an on premise unfortified wine permit must submit a copy of the food menu.

3. PRIVATE CLUBS

- a. A copy of the membership card or certificate.
- b. A copy of the membership application form.
- c. A copy of the written policy on granting full and limited memberships.
- d. A copy of the written policy on use of facilities by guests.
- e. A copy of the charter, constitution and by-laws, if any.

II. WHO MUST FILE

- A. Individual Ownership – The individual owner of the business is required to file an application.
- B. General Partnership Ownership – Each partner is required to file a separate application.

- C1. Corporation Not Holding A Permit In This State – Each 25% or more stockholder, and each officer (President, Vice President, Secretary and Treasurer) must file separate applications. (*NOTE:* Articles of Incorporation must be submitted, which includes documentation to support ownership as outlined above.)
- C2. Corporation Currently Holding A Permit In This State And Applying At An Additional Location – Only an officer or manager is required to file an application.
- D1. Limited Liability Company (LLC) Not Holding A Permit In This State – If member managed, all members owning a 25% or greater interest must file; or, if no one owns a 25% interest, the managing members must file. If manager managed, the person or persons acting as manager(s) on behalf of the LLC must file, in addition to any member who owns a 25% or greater interest in the company. (*NOTE:* Articles of Organization must be submitted, which includes documentation to support ownership as outlined above, and if manager managed, must also submit copy of Operating Agreement.)
- D2. Limited Liability Company (LLC) Currently Holding A Permit In This State And Applying For A Permit At An Additional Location – Only an officer or site manager is required to file an application.
- E. Limited Partnership – The general partner(s) is required to file.
- F. In addition: Corporations, LLC's And Limited Partnerships –
 - 1. When applying for permits allowing on premise consumption, a NC resident must file as manager/site manager.
 - 2. Indicate name and address of registered agent and office. (Section H on the application.)
- G. Non-Residents (Individual or Partnership) – Each non-resident individual or partnership shall file as required above. In addition, a resident manager shall be appointed by the non-resident applicant as attorney-in-fact for the business. This manager shall also complete the required application. A certified copy of an executed power-of-attorney, which shall be registered in the county where the proposed licensed premises is located, shall be submitted with the application.

III. PERMIT RENEWAL

All Mixed Beverage, all Brownbagging, Special Occasion, Brew on Premises, Wine Shipper Packager, Wine Shop, Wine Tasting, Winemaking on Premises, and Malt Beverage Tasting permits expire on April 30 of each year. Paying the renewal fee by April 30 may renew permits. Notices are mailed to permittees during the month of February. The permittee is responsible for renewing the permit, and failure to receive a notice is not justification for being allowed to retain the permit beyond April 30. Permits not renewed by April 30 will be cancelled. After April 30, should new permits be desired, a new application must be submitted and the full fee paid. **Application and renewal fees are not prorated.**

IV. PERMIT REGISTRATION/INSPECTION FEE

All on and off premise malt beverage, fortified wine, and unfortified wine permittees must pay an annual Registration/Inspection Fee by May 1. Notices are mailed to permittees during the month of February. **Registration fees are not prorated.**

V. PERMIT FEES

All application fees must be submitted by a certified check, cashier's check or money order, and made payable to the **North Carolina ABC Commission**. All fees are deposited with the State Treasurer, and no provisions are made for refunds whether the application is approved, rejected or withdrawn.

TYPES OF PERMITS	FEE REQUIRED
1. Malt Beverage (Beer)	\$400.00**
2. Fortified Wine	\$400.00**
3. Unfortified Wine	\$400.00**
4. Mixed Beverage Restaurant	\$1000.00*
5. Mixed Beverage Hotel	\$1000.00*
6. Mixed Beverage Private Club	\$1000.00*
7. Mixed Beverage Convention Center	\$1000.00*
8. Mixed Beverage Community Theater	\$1000.00*
9. Mixed Beverage Sports Club	\$1000.00*
10. Mixed Beverage Non-Profit Organization	\$1000.00*
11. Mixed Beverage Political Organization	\$1000.00*
12. Mixed Beverage Catering	\$200.00*
13. Mixed Beverage Guest Room Cabinet	\$1000.00*
14. Mixed Beverage Residential Private Club	\$1000.00*
15. Mixed Beverage Tourism ABC Establishment	\$1000.00*
16. Mixed Beverage Tourism Resort	\$1000.00*
17. Mixed Beverage Tour Boat	\$1000.00*
18. Brownbagging Restaurant (Small) seating capacity 36-49	\$200.00*
19. Brownbagging Restaurant (Large) seating capacity 50 or more seats	\$400.00*
20. Brownbagging Private Club	\$400.00*
21. Brownbagging Community Theater	\$400.00*
22. Brownbagging Veterans Organization	\$400.00*
23. Special Occasion	\$400.00*
24. Brew on Premises	\$400.00*
25. Culinary	\$200.00
26. Ship Chandler	\$0
27. Wine Shipper Packager	\$100.00*
28. Wine Shop	\$100.00*
29. Wine Tasting	\$100.00*
30. Winemaking on Premises	\$400.00*
31. Malt Beverage Tasting	\$100.00*

* DENOTES ANNUAL RENEWAL FEE REQUIRED ON OR BEFORE APRIL 30 OF EACH YEAR.

** DENOTES ANNUAL REGISTRATION/INSPECTION FEE REQUIRED ON OR BEFORE MAY 1 OF EACH YEAR.

KEEP COPIES OF ALL DOCUMENTS SUBMITTED WHEN APPLYING FOR AN ABC PERMIT AT BUSINESS LOCATION. THE ALCOHOL LAW ENFORCEMENT (ALE) AGENT WILL REVIEW THESE DOCUMENTS WHEN CONDUCTING THE APPLICATION INVESTIGATION.

Permit applicants visiting the ABC Commission must arrive by 3:00 PM to be seen by a permit specialist. Payment is accepted by credit card (MasterCard/Visa) if applying in person at the Commission

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION
APPLICATION FOR ABC RETAIL PERMIT**

Temporary Permit(s)	Amount Fee Paid	Application #
Malt Beverage _____	_____	Approved _____ <input type="checkbox"/>
Fortified Wine _____	_____	Rejected _____ <input type="checkbox"/>
Unfortified Wine _____	_____	By _____
Mixed Beverage _____	_____	Date _____
Other _____	_____	
Date Issued _____	Date _____	
Exp. Date _____	Received by _____	

(Do Not Write Above This Line)

County _____ If business is located inside city limits, indicate city _____
(in which business is located)

I hereby make application to the North Carolina Alcoholic Beverage Control Commission for the following permit(s) *Check appropriate block(s)*

<input type="checkbox"/> Malt Beverage (Beer) On Premise	<input type="checkbox"/> Fortified Wine On Premise	<input type="checkbox"/> Unfortified Wine On Premise
<input type="checkbox"/> Malt Beverage (Beer) Off Premise	<input type="checkbox"/> Fortified Wine Off Premise	<input type="checkbox"/> Unfortified Wine Off Premise
<input type="checkbox"/> Malt Beverage (Beer) On Premise Only <small>(Tour Boat)</small>	<input type="checkbox"/> Fortified Wine On Premise Only <small>(Tour Boat)</small>	<input type="checkbox"/> Unfortified Wine On Premise Only <small>(Tour Boat)</small>
<input type="checkbox"/> Mixed Beverage Restaurant	<input type="checkbox"/> Mixed Beverage Sports Club	<input type="checkbox"/> Mixed Beverage Residential Private Club
<input type="checkbox"/> Mixed Beverage Hotel	<input type="checkbox"/> Mixed Beverage Non-Profit Organization	<input type="checkbox"/> Mixed Beverage Tourism ABC Establishment
<input type="checkbox"/> Mixed Beverage Private Club	<input type="checkbox"/> Mixed Beverage Political Organization	<input type="checkbox"/> Mixed Beverage Tourism Resort
<input type="checkbox"/> Mixed Beverage Convention Center	<input type="checkbox"/> Mixed Beverage Catering	<input type="checkbox"/> Mixed Beverage Tour Boat
<input type="checkbox"/> Mixed Beverage Community Theater	<input type="checkbox"/> Mixed Beverage Guest Room Cabinet	
<input type="checkbox"/> Brownbagging Restaurant <small>(Small) 36-49 seating capacity</small>	<input type="checkbox"/> Brownbagging Community Theater	<input type="checkbox"/> Ship Chandler
<input type="checkbox"/> Brownbagging Restaurant <small>(Large) 50 or more seating capacity</small>	<input type="checkbox"/> Brownbagging Veterans Organization	<input type="checkbox"/> Wine Shipper Packager
<input type="checkbox"/> Brownbagging Private Club	<input type="checkbox"/> Special Occasion	<input type="checkbox"/> Wine Shop
	<input type="checkbox"/> Brew on Premises	<input type="checkbox"/> Wine Tasting
	<input type="checkbox"/> Culinary	<input type="checkbox"/> Winemaking on Premises

TYPE OF OWNERSHIP (Check One):

- Individual - (complete section A, B and F below)
- General Partnership - (complete section A, B and F, below)
- Corporation (complete section A, B, C, F and H below)
- Limited Liability Company - (complete section A, B, D, F and H, below)
- Limited Partnership - (complete section A, B, E, F, and H, below)
- Nonresident Individual or Partnership (complete section A, B, F, and G, below)

Section A
Trade Name of Business _____

Location Address of Business _____
Street Address City State Zip Code

Mailing Address of Business _____
Street/PO Box City State Zip Code

Section B
 Applicant's Full Name _____
(no abbreviations) First Middle Last
 Date of Birth _____ Social Security # _____ Business Location Telephone # _____
Last Four Only

Section C
 If Incorporated, Corporate Name _____
 If Incorporated, position in Corporation: President Vice President Secretary Treasurer
 Manager Stockholder - % of Stock _____
(25% or more)

If 25% or more stockholder is another business entity, name of entity: _____
 Applicant's position in business entity: _____

Section D
 If LLC, Company Name _____
 Form of Management Member-Managed Manager-Managed Interest Holder - % of Interest _____ Site Manager Site Manager Only
(25% or more)

If 25% or more interest is another business entity, name of entity _____
 Applicant's position in business entity: _____

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION**

4307 Mail Service Center
Raleigh, NC 27699-4307
(919)779-0700 FAX: (919)662-3583

**LOCAL GOVERNMENT OPINION
for ALCOHOLIC BEVERAGE PERMITS**

APPLICANT SHOULD COMPLETE THIS SECTION ONLY

Applicant's Name _____
Corporate or LLC Name (if applicable) _____
Trade Name of Business _____
Former Trade Name (if any) _____
Business Address _____
City/State _____
Date of Birth _____
NC Driver's License # _____
Last 4 of Social Security # _____

TYPE OF ABC PERMIT(S) BEING APPLIED FOR:

_____ On Premise
Indicate Type (if any)

_____ Off Premise
Indicate Type (if any)

REMAINDER OF FORM FOR OFFICIAL USE ONLY

Date Form 001 Mailed or Delivered _____
Designated Official's Name _____
Title _____
City/County _____
Address _____
Contact Telephone # _____

NOTICE: The Alcoholic Beverage Control Commission shall give notice of a permit application to the Governing body of a city or county prior to issuing a retail ABC permit. Designated Officials are expected to process this form within 15 days of receipt. The applicant will be required to provide proof of mandatory compliance with all applicable building and fire codes. The Inspection/Zoning Compliance form (Form 002) is for this purpose and will be completed by the appropriate local agencies.

FACTORS IN ISSUING A PERMIT: Pursuant to N.C.G.S. 18B-901(c), before issuing a permit, the ABC Commission shall be satisfied the applicant is a suitable person and that the location is a suitable place.

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION**

4307 MAIL SERVICE CENTER
RALEIGH NC 27699-4307
(919) 779-0700 FAX: (919) 662-3583
www.ncabc.com

INSPECTION/ZONING COMPLIANCE

IMPORTANT: The Applicant will complete SECTION A, below. SECTION B through SECTION E, below, are to be completed by the appropriate Inspection/Zoning Official. To request inspections and zoning certifications, please contact the city or county building and fire inspection and zoning departments for your area. Failure to submit this form in a timely manner to these local authorities may result in delays in processing of an ABC permit application. This form must be completed by the building, fire and zoning officials before a permit will be issued

SECTION A - APPLICANT TO COMPLETE

Name of Applicant _____
Trade Name of Business _____
Address of Business _____
City _____ County _____
Phone # () _____

SECTION B - BUILDING INSPECTOR TO COMPLETE

Building Code:

Building is in - Compliance Non-compliance* Not Applicable

Building Inspector's Name (printed) and Signature _____

Phone # () _____ Date of Inspection _____

SECTION C - FIRE INSPECTOR TO COMPLETE

Fire Code:

Building is in - Compliance Non-compliance* Not Applicable

Fire Inspector's Name (printed) and Signature _____

Phone # () _____ Date of Inspection _____

SECTION D - ZONING OFFICIAL TO COMPLETE

Zoning:

Business is in - Compliance Non-compliance* Not Applicable

Is business located in an Urban Redevelopment Area (Article 22 of Chapter 160A) Yes No

If "Yes", has establishment been given notice that it is in an Urban Redevelopment Area and must comply with the requirements of N.C.G.S. 18B-309 Yes No

Zoning Classification _____

Permitted uses in this zone _____

Zoning Official's Name (printed) and Signature _____

Phone # () _____ Date of Inspection _____

AUTHORITY FOR RELEASE OF INFORMATION

Home/Business Telephone Number _____

I authorize the North Carolina Department of Justice through the STATE BUREAU OF INVESTIGATION, Special Operations Division, to perform a fingerprint search of the State's criminal history record file and a fingerprint search of the FEDERAL BUREAU OF INVESTIGATION'S files for a national criminal history record check in connection with my application for license with the ABC COMMISSION/ALCOHOL LAW ENFORCEMENT DIVISION pursuant to NCGS 18b-902 (HB 1638).

(Type or Print clearly)

Last Name	First	Middle	Maiden
_____	_____	_____	_____

Social Security Number (Optional*)	Date of Birth	Sex	Race
_____	_____	_____	_____

I understand that the North Carolina State Bureau of Investigation, Special Operations Division, and its officials and employees shall not be held legally accountable in any way for providing this information to the Alcohol Law Enforcement Division and the ABC Commission, and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I further understand that the Alcohol Law Enforcement Division and ABC Commission cannot provide a **hard copy** of the results of this criminal history record check to me.

*Disclosure of social security number is entirely voluntary and not required. If disclosed, the social security number will be utilized to assist with accurate identification/exclusion of possible criminal history records.

Applicant's/Employee's Signature

Date

This form must be maintained on file with the above named agency for one year. Do not mail this form or a copy of this form to the State Bureau of Investigation.

NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
4307 Mail Service Center
Raleigh, NC 27699-4307
(919) 779-0700 FAX: (919) 662-3583

**RECYCLING COMPLIANCE FORM
(Private Hauler or Government Pick Up)**

North Carolina General Statute 18B-902 requires applicants for on-premises malt beverage permits, on-premises unfortified wine permits, on-premises fortified wine permits or mixed beverages permits to prepare and submit with the application packet a plan for the collection and recycling of all recyclable beverage containers for all beverages sold for consumption on the licensed premises.

This form is to be completed by a business when a private hauler or a city/county (government) will pick up the required containers for recycling.

For information on recycling services available in your area, go to abc.nc.gov, click on "Mandatory container recycling effective Jan. 2008" and then "Click here for detailed guidelines". You may obtain an Exemption Request Form at abc.nc.gov or by calling 919-779-0700.

Name of Applicant: _____

Trade name of business: _____

Address of business: _____

City/State/Zip: _____ County _____

Recycling service provider: _____

Contact person: _____ Title: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

Materials collected: _____

ATTACH A COPY OF YOUR CONTRACT FOR RECYCLING SERVICE

I certify that the information herewith provided is true and accurate to the best of my knowledge and realize that the reporting of false information can result in a violation of NCGS 18B-902(c)

Signature: _____ Date: _____

Print name: _____ Title: _____

NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
4307 Mail Service Center
Raleigh, NC 27699-4307
(919) 779-0700 FAX: (919) 662-3583
RECYCLING COMPLIANCE FORM
(Self Hauling)

North Carolina General Statute 18B-902 requires applicants for on-premises malt beverage permits, on-premises unfortified wine permits, on-premises fortified wine permits or mixed beverages permits to prepare and submit with the application packet a plan for the collection and recycling of all recyclable beverage containers for all beverages sold for consumption on the licensed premises.

This form is to be completed by a business that plans to separate recyclable beverage containers as required by NCGS 18B-1006.1 and the business itself transport those containers to a facility for recycling. (Do not use this form if recycle pickup will be by the city, county or other service provider.)

For information on recycling services available in your area, go to abc.nc.gov, click on "Mandatory container recycling effective Jan. 2008" and then "Click here for detailed guidelines". You may obtain an Exemption Request Form at abc.nc.gov or by calling 919-779-0700.

Name of Applicant: _____

Trade name of business: _____

Address of business: _____

City/State/Zip: _____ County: _____

Contact person: _____

Phone Number: _____ Fax Number: _____

Permit number: _____

Facility where recyclable materials will be taken : _____

Address of facility: _____

City/State/Zip: _____ County: _____

I certify under oath or affirmation that the information herewith provided is true and accurate to the best of my knowledge. That pursuant to NCGS 18B-1006.1, recyclable beverage containers will be separated and collected at the business named on this form and that those containers will be taken to a facility that recycles the material.

Signature: _____ Date: _____

Print name: _____ Title: _____

Sworn to and subscribed before me this the _____
Day Month Year

My commission expires _____

Notary or other person qualified to administer oaths
Note: Must be stamped or sealed by notary

NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION

4307 Mail Service Center
Raleigh, NC 27699-4307
(919) 779-0700 FAX: (919) 662-3583
EXEMPTION REQUEST FORM

Any business affected by NCGS 18B-1006.1 may apply for a one year exemption. Exemptions are granted based on the lack of availability of recycling services close to the business. Partial exemptions may be granted. The Commission will grant exemptions on a case by case basis

Permittee/Applicant: _____

Trade name of business: _____

Address of business: _____

City/State/Zip: _____ County: _____

Contact person: _____

Phone Number: _____ Fax Number: _____

Permit number: _____

Efforts taken to implement recycling program _____

Type of recyclable material produced by your business	Approximate amount produced each week (for example, a 40 gallon trash can, two ten gallon garbage bags)
Glass	
Plastic	
Aluminum	

How close is your business to the nearest drop off center for recyclable material and who operates the center? _____

What materials are accepted at that drop off center? _____

Attach any supporting documents

I certify that the information herewith provided is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Print name: _____ Title: _____

OFFICIAL USE ONLY:

DENR Recommendation: _____

ABC COMMISSION action: Exemption denied _____ Exemption granted until _____

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION
4307 MAIL SERVICE CENTER
RALEIGH NC 27699-4307
(919) 779-0700 FAX: (919) 662-3583**

**PROOF OF ALCOHOL
SELLER/SERVER TRAINING**

IMPORTANT: The Applicant will complete SECTION A, below. *SECTION B, below is to be completed by the training provider. **NOTE: If you provide other proof of training (i.e., certificate of training, transcript or other documentation), attach it to this form.*** Failure to provide Proof of Alcohol Seller/Server training will prevent you from obtaining a TEMPORARY ABC permit.

SECTION A - APPLICANT TO COMPLETE

Name of Applicant _____

Trade Name of Business _____

Address of Business _____

City _____ County _____ State _____

Phone Number (____) _____

SECTION B – TRAINING PROVIDER TO COMPLETE

I certify that the above named applicant has completed an Alcohol Seller/Server training class. Basic information covered in the class included: acceptable forms of identification in North Carolina, preventing underage sales, signs of intoxicated patrons, preventing sales to intoxicated patrons, dram shop liability and hours of sale.

Name of Instructor (print) _____

Company/Agency of Course Provider _____

Address of Business _____

City _____ County _____ State _____

Phone Number (____) _____

Signature _____ Date of Training: _____



City of Jacksonville

Beer & Wine Application

APPLICANT ATTACH PHOTO HERE

Today's Date:	Please check all that apply: Beer _____ Wine _____ On Premises _____ Off Premises _____
Applicants Name:	Applicants Address:
Name of Business:	Business Address:
Applicants SSN:	Mailing Address (if different):
Applicants Home Phone:	Applicants Cell Phone:
Applicants Date of Birth	Email Address:
Business EIN#:	Business Phone:
Relative's name/phone not living with applicant	Landlord/Property Mgmt/Property Owner of Business Location:
State License or Temporary License #	Date State License Issued:

Applicants Certification

Applicants Signature:	
Date:	
The request of SSN# is permitted by NC State Law & will be used to facilitate collection of unpaid, delinquent accounts. This allows the City to claim payment of any unpaid bills from a State income tax refund.	

Section to be completed by City Business License Specialist:

Licenses Issued By: _____ Date: ____/____/____

Licenses Number: _____

Form Revised 01-04-12