

CITY OF MORRISTOWN BEER BOARD  
APPLICATION FOR BEER PERMIT  
CHECKLIST & INFORMATION



Please submit the forms listed below with your application

- \_\_\_\_\_ 1. Completed permit application & owner/manager questionnaire submitted to City of Morristown Tax Office, 100 West 1<sup>st</sup> North St., Morristown, TN 37814.
  - \_\_\_\_\_ 2. Designation of Registered Office and Registered Agent
  - \_\_\_\_\_ 3. Completed authorization form for Criminal History Inquiry on all owners, registered agents and managers.
  - \_\_\_\_\_ 4. Permit application (\$250) & Publication fee paid (\$30) total of \$280
  - \_\_\_\_\_ 5. Copy of Current County Business License
  - \_\_\_\_\_ 6. Copy of Current City Business License
  - \_\_\_\_\_ 7. Copy of Lease Agreement or Certified Copy of Deed & Copy of Corporate Charter, LLC, etc. (if applicable)
  - \_\_\_\_\_ 8. Copy of Certificate of Registration for Tennessee Sales Tax
  - \_\_\_\_\_ 9. Restaurant seating area plan showing a minimum of 40 seats at tables.
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This application must be completely filled out and submitted with application fees (non-refundable) and the requirements listed above. By making this application, the applicant assumes personal responsibility for all information provided. The Beer Board may delay action or deny the permit if an application contains inaccurate information. Copies of licenses and documents must be submitted with the completed beer permit application to the City of Morristown Tax Office, 100 West 1<sup>st</sup> North Street. Each application must be signed and notarized. Applicants may call (423) 318-1552 with any questions regarding the application process.

A background check will be conducted from all counties an applicant has resided in within the last 10 years. The Beer Board requires records checks on all owners, registered agents and managers.

The owner shall list the local manager(s) responsible for operations. Any change in management must be reported and a new owner/manager questionnaire submitted to the city business tax office. A new manager is subject to a background check. Applicant may not have been convicted of any crime involving moral turpitude or violation of any alcoholic beverage law within the ten (10) years prior to applying for permit.

The City will place a public notice in the local newspaper one (1) time at least ten (10) days prior to the Beer Board meeting. A notice will also be posted at the establishment at least (15) days prior to the meeting.

State law requires a \$100.00 annual privilege tax which is due each January. New permittees will pay a prorated annual tax.

A permit holder must surrender the beer permit to the City Business Tax Office within five (5) days of termination of the business, change in ownership, relocation of the business or change in the business name. A change in ownership for a corporate owner occurs when at least fifty percent (50%) of the stock of the corporation is transferred to a new owner.

The City Beer Board meets as needed on the first and third Tuesday of each month. To ensure consideration of an application, the applicant must submit the completed application to the City of Morristown Tax Office 30 days prior to the next Beer Board meeting in order to appear on that agenda.

CITY OF MORRISTOWN  
APPLICATION FOR BEER PERMIT



(It is the applicant's responsibility to provide complete and accurate information. The Beer Board could delay action on the application if any information is not accurate.)

I/we hereby make application for a permit to sell, store, brew, or distribute beer or other beverages authorized to be sold, stored or distributed under the provisions of the City of Morristown's Municipal Code, Title 8, Chapter 2, and base my application upon the answers to the following questions:

1. Reason for application  New Business     New Ownership     Name Change  
 Other \_\_\_\_\_
2. Name of Business Owner(s): \_\_\_\_\_
3. Is Owner a  Corporation     General Partnership     Limited Partnership     LLC  
 Sole Proprietorship     Other \_\_\_\_\_
4. Under what name will the business operate: \_\_\_\_\_
5. Business Address \_\_\_\_\_ Phone \_\_\_\_\_
6. Property Owners Name \_\_\_\_\_ Phone \_\_\_\_\_
7. Type of permit requested:  Restaurant     Limited Service Restaurant     Non-Profit Club  
 On/Off Premise Microbrewery     Off Premise (Convenience Store, Drug Store, Grocery Store)  
 Caterer
8. List names of all general partners and owners and designate percentage of ownership. (Use additional paper if necessary.) Each person owning 5% or more of the business must complete an owner/manager questionnaire (attached) and submit to a criminal history/background checks conducted by the City of Morristown's Police Department from all counties of residence within the last 10 years. If ownership is a corporation, please indicate whether the corporation is privately held or publicly traded. Be sure to include all names ever used by the named individuals, (i.e. maiden and previous married names).  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
9. List the name(s) of registered agents and managers or others on-site responsible for operations. Any change in management must be reported to the Business Tax Office. Any new manager must complete the owner/manager questionnaire and submit to a criminal history/background check as listed in No. 8 above.  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_



**CITY OF MORRISTOWN  
BEER PERMIT APPLICATION AFFIDAVIT**



1. I/we \_\_\_\_\_ hereby solemnly swear or affirm that each statement in this application is true and correct and understand that if any statement contained herein is false, the permit issued is automatically forfeited and voided. Furthermore, that in the event of forfeiture I/we shall not be eligible to receive another permit for a period of ten (10) years pursuant to Tennessee Code Annotated § 57-5-105(d).
2. I/we understand that all applicants are charged with the responsibility of knowing the local and state beer laws. I/we are aware that the penalty for violating state or local beer laws can include revocation or suspension of the permit and/or the imposition of civil penalties up to two thousand five dollars (\$2,500) per offense.
3. I/we understand that if the business allows illegal gambling on the premises that the beer permit will be subject to revocation.
4. I/we understand that by submitting this application, a background investigation shall be conducted on the applicant(s) and all on-site managers who will be selling beer at the permitted establishment. It is further understood that any and all documents related to that investigation shall become public record open for public inspection and reproduction pursuant to Tennessee Code Annotated § 10-7-503.
5. I/we understand that a requirement of maintaining good status standing with the Morristown Beer Board is that I/we must notify the City of Morristown Tax Office each time there is a change in the on-site manager responsible for selling beer.
6. I/we hereby release, absolve and hold harmless, the City of Morristown, the Morristown Beer Board, the Morristown Police Department, its employees, agents and representatives from any and all liability of whatever type for any damages, causes of actions, personal property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or any other matters related to my application. I/we hereby waive all possible liability of the City of Morristown, Morristown Beer Board, Morristown Police Department, its employees, agents and representatives as stated above.
7. I/we agree that the beer permit holder shall use servers possessing server's permits issued by the State of Tennessee Alcoholic Beverage Commission and have said permits available for inspection upon request.
8. I/we agree that the hiring of an employee who has been convicted within the past ten (10) years of any law relating to the sale, possession, manufacture or transportation of intoxicating beverages, including beer, as defined by City of Morristown Municipal Code Section 8-213 or the hiring of an employee who has been convicted of any felony or crime involving moral turpitude within the past ten (10) years will be cause for possible revocation of the beer permit.
9. I/we understand if any information given in the application subsequently changes, I/we will immediately notify the Morristown Beer Board.
10. I/we understand that if the business closes, relocates, or there is any change in the ownership of the business, the permit will be surrendered to the Business Tax office within 5 days of said change for appropriate action.
11. I/we assume full responsibility for the permit and will be accountable for full compliance with the laws of Morristown and the State of Tennessee in the sale of beer.
12. I/we have read the foregoing release. I/we fully understand its provisions, and voluntarily consent to abide by its requirements.
13. I/we acknowledge and understand that the fees paid for the beer permit application process are non-refundable.
14. The undersigned is the applicant or the bona fide and qualified agent/representative of the corporate applicant.
15. I/we have been a citizen and/or lawful resident of the United States for not less than one (1) year immediately preceding the date of this document.

\_\_\_\_\_  
*Applicant Signature or Agent/Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Co-Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Co-Applicant Signature*

\_\_\_\_\_  
*Date*

Sworn to and subscribed by me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**CITY OF MORRISTOWN  
BEER PERMIT OWNER/MANAGER QUESTIONNAIRE**



Reason for Application:  New Application  Manager Change or Addition

1. Name \_\_\_\_\_  Owner – Percentage of Ownership \_\_\_\_\_ %  Manager
2. Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
3. Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cellular Phone (\_\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_
4. Are you a United States Citizen:  Yes  No
5. Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
6. Local Business Name \_\_\_\_\_
7. Local Business Address/Zip \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_
8. Have you ever been convicted of any violation of liquor and/or beer laws, controlled substance laws, felonies, or any crime involving moral turpitude, within the last ten years, or do you have any charges currently pending?  
 Yes\*  No  
 \*If yes, give particulars of each charge, including city, county, state: court and date: \_\_\_\_\_  
 \_\_\_\_\_
9. Have you ever had a beer permit revoked, suspended, or denied?  Yes\*  No  
 \*If yes, explain: \_\_\_\_\_
10. Have you ever been convicted of any misdemeanors, other than minor traffic violations, within the last ten (10) years or have any charges currently pending?  
 Yes\*  No  
 \*If yes, give particulars of each charge, including city, county, state: court and date: \_\_\_\_\_  
 \_\_\_\_\_
11. Do you understand both the state laws and local laws regulating the sale and distribution of beer in the City of Morristown?  
 Yes  No
12. Do you understand that allowing illegal gambling on the premises will be subject the permit to revocation?  
 Yes  No

**AFFIDAVIT**

I hereby solemnly swear or affirm that each statement on this questionnaire is true and correct and agree that if my statement is false, the permit issued may be revoked by the Beer Board, upon notice and hearing, and that the burden is on the permittee to prove the correctness of all the statements in this application.

I understand that this application is subject to the Tennessee Public Records Act and shall be open for inspection and reproduction by any citizen. Tennessee Code Annotated §10-7-503.

I understand that by submitting this application all documents provided referencing the submitted background checks related to my investigation and further investigation conducted as a result of those documents shall become public records.

I hereby release, absolve and hold harmless, the City of Morristown, the Morristown Beer Board, the Morristown Police Department, its employees, agents and representatives, from any and all liability of whatever type for any damages, causes of actions, personal or property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or any other matters related to employees, agents and representatives as stated above.

I have been a citizen and/or lawful resident of the United States for not less than one (1) year immediately preceding the date of this affidavit.

I have read and understand the foregoing release and understand its provisions and voluntarily consent to abide by its requirements.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

Sworn to and subscribed by me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**CITY OF MORRISTOWN BEER BOARD  
AUTHORIZATION FOR CRIMINAL HISTORY**



\_\_\_\_\_   
Date

I, the undersigned applicant, or duly authorized signatory for applicant, for a permit authorizing the sale of beer within the City of Morristown, Tennessee, do hereby authorize the City of Morristown, by and through its agents and representatives and employees, to make inquiry, whether verbal, written, or electronic, of any and all law enforcement agencies or clerks of courts, whether, state, federal or local, concerning my criminal history of any convictions that I have had for any misdemeanor or felony, involving other than minor traffic violations, within the last ten (10) years from the date above.

I, the undersigned, further authorize any and all law enforcement agencies or clerks of courts, whether state, federal or local, or any state, federal, local or national entity storing and providing criminal history data, to release the afore stated information to the City of Morristown.

Residences for Past 10 Years

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

Street Address

\_\_\_\_\_  
 City, State and Zip Code

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name – Printed (include Maiden Name if Applicable)

\_\_\_\_\_  
 Date of Birth

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Current Home Street Address

\_\_\_\_\_  
 City, State and Zip Code

\_\_\_\_\_  
 Name of Witness – Printed

\_\_\_\_\_  
 Signature

\_\_\_\_\_

CITY OF MORRISTOWN BEER PERMIT  
CITY OFFICIALS CHECKLIST



**TAX OFFICE CHECKLIST**

Current Taxes Verified

\_\_\_\_\_ City Taxes

\_\_\_\_\_ County Taxes

**POLICE DEPARTMENT CHECKLIST**

Public Notices

\_\_\_\_\_ Notice of Beer Board Meeting

\_\_\_\_\_ Signs Posted at Location of Business – Date Posted: \_\_\_\_\_

\_\_\_\_\_ Newspaper Notice of Application – Date Ran in Newspaper: \_\_\_\_\_

\_\_\_\_\_ Background Investigation

\_\_\_\_\_ Date of Beer Board Approval: \_\_\_\_\_

\_\_\_\_\_ Copy of Permit (Number \_\_\_\_\_) Issued

\_\_\_\_\_ Prorated Privilege Tax Paid

\_\_\_\_\_ Signature of person verifying completion of checklist

**PLANNING CHECKLIST**

Requested location is in a (check one)  
ordinances of the City of Morristown.

Non-conforming

Conforming location under the zoning laws and

Signature of City Planner \_\_\_\_\_

**INSPECTIONS CHECKLIST**

Have occupancy issues been addressed by City Inspections?  Non-Conforming  Conforming

Signature of City Inspector \_\_\_\_\_

**FIRE DEPARTMENT CHECKLIST**

Have the fire code inspections been completed?  Non-conforming  Conforming

Signature of Fire Marshall \_\_\_\_\_