

**2017 Dunwoody Alcohol License Renewal Frequently Asked Questions (FAQ)**

**\*\*Instructions on completing the 2017 renewal form\*\***

- (1) Please complete Page 1.
- (2) Calculate your fees and make sure to include the administration fee.
- (3) Page 2 of the application must be signed and notarized.
- (4) Page 3 must be completed, signed and notarized for **ALL** establishments that hold consumption on premise license.
- (5) Page 4 Alcohol Excise Acknowledgement Form: Only applicable for consumption on premise establishments serving liquor.

**\*\*Please Note: If you select the 'Beer, Wine, Liquor, Sunday Sales' option for \$6,000, you do not need to include an additional \$1,100 for Sunday sales\*\***

**Who do I make the check payable to? What is the mailing address for City Hall?**

Please make checks payable to the City of Dunwoody. The mailing address for City Hall is 41 Perimeter Center East, Suite 250, Dunwoody, GA 30346. The P.O. Box is no longer in use.

**What are the accepted forms of payment?**

The City of Dunwoody accepts cash, business checks, personal checks, cashier's checks, Visa, and MasterCard. All payments must either be mailed in or done in person at City Hall.

**Payments cannot be accepted over the phone. NO EXCEPTIONS.**

**Do I need to complete the City of Dunwoody Food Sales form?**

Yes. The Food Sales form included in the packet must be completed if you have a consumption on premise license. **Only establishments that hold a consumption on premise license are required to complete the form.** This does not apply to retail package stores.

**Do I need to complete the Alcohol Excise Tax Acknowledgement Form?**

The Alcohol Excise Tax Acknowledgement form is only required for those establishments that serve liquor for consumption on premises. If this is not applicable, please disregard the form.