

DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief Executive Officer
Lorraine Cochran-Johnson

LETTER OF ENTERTAINMENT

READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. Both the tenant and property owner are required to sign the form.
2. All signatures must be original.
3. Both signatures must be individually notarized (two seals, two stamps, etc.).
4. *Agents (holding companies, property managers, attorneys, etc.) signer for property owner must attach any and all documentation necessary to prove they have authorization to act on behalf of the owner. Failure to provide such information **will delay** approval of all permits and licenses necessary to open this business.

Current Name of Business: _____

Previous Name of Business: _____

Address of Business: _____

Business Contact Name & Number: _____

EACH OF THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY

1.	Is this Letter of Entertainment for a	☐ New Establishment	☐ Renewal of Existing Establishment	☐ Change of Ownership
2a.	Is this establishment a Restaurant OR a Freestanding bar? (Check Only One) ☐ <i>Restaurant: An establishment where food and drink are prepared, served, and consumed primarily within the principal building.</i> ☐ <i>Freestanding Bar: An establishment that is devoted to the serving of alcoholic beverages for consumption by guests on the premises and which derives at least fifty (50) percent of its total annual gross food and beverage sales from the sale of beverages, including but not limited to taverns, nightclubs, cocktail lounges, and cabaret.</i> ☐ <i>Hookah Lounge: An establishment where there is on-site inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, e-cigarette, oral smoking device, or pipe, or any other lighted or heated tobacco intended for inhalation, in any manner or in any form.</i> Note: Sunday Sales are Prohibited for Establishments which are classified as a Freestanding Bar.			
2b.	Will alcohol be served? ☐ Yes ☐ No			
3.	Is this establishment permitted to sell alcohol on Sunday? <i>Licensed establishments deriving a minimum of sixty (60) percent of their total annual gross food and beverage sales from the sale of prepared meals or food are authorized to apply for a Sunday sales permit to sell and serve distilled spirits by the drink from 12:30 pm Sundays. Note: Sunday Sales are allowed only for Establishments which are classified as Restaurants.</i>			☐ Yes ☐ No
4.	Is this establishment open after 12:30 a.m.? <i>Late Night Establishment: Any establishment licensed to dispense alcoholic beverages for consumption on premises where such establishment is open for use by patrons beyond 12:30 a.m.</i>			☐ Yes ☐ No
5.	Does this establishment include a patio or deck?			☐ Yes ☐ No
6a.	Does this establishment sell tobacco products, allow smoking, or otherwise allow consumption of tobacco products on the premises including, but not limited to Hookah Services? <i>Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, e-cigarette, oral smoking device, or pipe, or any other lighted or heated tobacco intended for inhalation, in any manner or in any form.</i>			☐ Yes ☐ No
6b.	Do you have the required mechanical ventilation permit? <i>Note: Onsite Tobacco Is Prohibited without a Ventilation Permit. Please refer to DeKalb County Clean Indoor Air Ordinance- File No. 52-1548</i>			☐ Yes ☐ No
7a.	Is this establishment a nightclub with dancing and musical entertainment? <i>Nightclub: A commercial establishment dispensing alcoholic beverages for consumption on the premises and in which dancing and musical entertainment is allowed.</i>			☐ Yes ☐ No
7b.	Is there an Automatic Sprinkler/Alarm installed?			☐ Yes ☐ No
8.	Is this an "Adult Entertainment" establishment as defined by the DeKalb County Zoning and Adult Entertainment licensing and alcohol beverage ordinances?			☐ Yes ☐ No
9.	Has a Special Land Use Permit (SLUP) been approved for this establishment? <i>A Special Land Use Permit is granted by the Board of Commissioners under Section 27-7.4.</i>			☐ Yes ☐ No

Operation hours cannot exceed the time permitted by the Alcohol Licensing Ordinance in Chapter 4 of the DeKalb County Code. Rev. 6/15/25

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I, the undersigned, do hereby SWEAR OR affirm, UNDER PENALTY OF PERJURY, that I have answered the above questions and statements truthfully and accurately and I understand that the building permit(s) and certificate(s) of occupancy issued in relation to this “entertainment statement” are conditioned on the answers to the above questions and statements.

I, the undersigned, affirm that the business operating name is the same as the name referenced ON ALL county applications.

I also understand that should I, in the future, offer any use not expressly permitted by the DeKalb County Code or state law and/ or change the use of the establishment from the approved permitted use, that my certificate of occupancy shall be immediately null and void.

Sworn to and subscribed before this

_____ day of _____ 20 _____

Notary Public

Sign: _____
Tenant or Authorized Agent

Print/Type Name: _____

Sworn to and subscribed before me

_____ day of _____ 20 _____

Notary Public

Sign: _____
Property Owner or Authorized Agent

Print/Type Name: _____

LETTER OF ENTERTAINMENT

TO BE COMPLETED BY PLANNING & SUSTAINABILITY DEPARTMENT STAFF AFTER REVIEW OF LETTER OF ENTERTAINMENT AND SUPPORTING DOCUMENTATION

Alcohol Serving Establishments Within 1,500 feet of residentially zoned property			
License Review Type	Approved	Denied	Not Applicable
New License – Close at 12:30 a.m.	☐	☐	☐
New License – Nightclub - SLUP granted.	☐	☐	☐
New License – Late-Night – SLUP granted	☐	☐	☐
Renewal of License – Close at 12:30 a.m.	☐	☐	☐
Renewal License – Late-night – No SLUP Required (grandfather documents submitted/validated)	☐	☐	☐
Renewal License – Nightclub – No SLUP Required (grandfathered documents submitted/validated)	☐	☐	☐

Alcohol Serving Establishments Beyond 1,500 feet of residentially zoned property			
New License – Close at 12:30 a.m.	☐	☐	☐
New License – Nightclub - SLUP granted.	☐	☐	☐
New License – Late-Night – SLUP granted	☐	☐	☐
Renewal of License – Close at 12:30 a.m.	☐	☐	☐
Renewal License – Late-night – No SLUP Required (grandfather documents submitted/validated)	☐	☐	☐
Renewal License – Nightclub – No SLUP Required (grandfathered documents submitted/validated)	☐	☐	☐

This _____ day of _____ 20____ I have reviewed this Letter of Entertainment application and have taken the actions set forth above.

Sign Name

Print Name

Title