

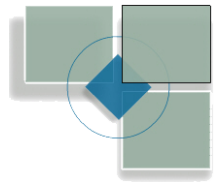


DeKalb County Planning & Development Department

330 West Ponce De Leon Avenue
 Suites 100-500
 Decatur, GA 30030

Phone: (404) 371-2155
 Fax: (404) 371-2778
 www.dekalbcountyga.gov

Andrew A. Baker, AICP
 Director



Chief Executive Officer
 Michael Thurmond

Letter of Entertainment

READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

- Both the tenant and property owner are required to sign the form.
- All signatures must be original. Fax and Xerox signatures are not acceptable.
- Both signatures must be individually notarized (two seals, two stamps, etc.).
- *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.

DEPARTMENT USE ONLY	
TAX ID #	_____
AP #	_____

Current Name of Business: _____

Previous Name of Business (if name has changed in past twelve (12) months): _____

Address of Business: _____

Business Contact Number: _____

EACH OF THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY:		YES	NO
1.	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> (Please Refer to DeKalb County Clean Indoor Air Ordinance) File No. 52-1548		
2.	Is this Letter of Entertainment request for a new establishment or renewal of an existing establishment? <input type="checkbox"/> New Establishment <input type="checkbox"/> Renewal of Existing Establishment		
3.	Does this establishment include a patio or deck? If yes, please specify:		
4.	Is this establishment a Freestanding bar? <i>Definition of 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 cabarets.</i>		
5.	Is this establishment a restaurant? <i>Definition of Restaurant: An establishment where food and drink are prepared, served, and consumed primarily within the principal building.</i>		
6.	If yes, does this restaurant serve beer, wine, and alcohol no later than 12:30 a.m.?		
7.	Is this a late-night establishment? <i>Definition of 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>		
8.	Is this establishment a nightclub with dancing and musical entertainment? <i>Definition of Nightclub: A commercial establishment dispensing alcoholic beverages for consumption on the premises and in which dancing and musical entertainment is allowed.</i>		
9.	Is this an "Adult Entertainment" establishment as defined by the DeKalb County Zoning and Adult Entertainment licensing and alcohol beverage ordinances?		
10.	Has a Special Land Use Permit (SLUP) been approved for this establishment? If yes; please provide Case Number _____.		
11.	Are you permitted to sell alcohol on Sunday? Licensed establishments deriving a minimum of sixty (60) percent of their total annual gross food and beverage sale from the sale of prepared meal or food are authorized to apply for a Sunday sales permit to sell and serve distilled spirits by the drink from 12:30 pm on a Sunday until 2:00a.m. of the following Monday.		

Operation hours cannot exceed time permitted by the Alcohol Licensing Ordinance in chapter 4 of the DeKalb Code.

Hours of sale and operation: A.) Monday through Wednesday hours are from 9:00a.m. until 2:00a.m. B.) Thursday through Saturday hours are from 9:00a.m. until 2:30a.m. C.) Sunday hours are from 12:30 p.m. until 2:00a.m.

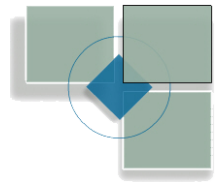


DeKalb County Planning & Development Department

330 West Ponce De Leon Avenue
Suites 100-500
Decatur, GA 30030

Phone: (404) 371-2155
Fax: (404) 371-2778
www.dekalbcountyga.gov

Andrew A. Baker, AICP
Director



Chief Executive Officer
Michael Thurmond

Letter of Entertainment

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 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 me this _____
day of _____ 20 _____

Notary Public

Sign _____
Tenant or authorized agent
(Print/Type name) _____

Sworn to and subscribed before me this _____
day of _____ 20 _____

Notary Public

Sign _____
Property owner or authorized agent
(Print/Type name) _____

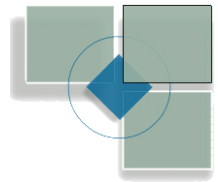


DeKalb County Planning & Development Department

330 West Ponce De Leon Avenue
 Suites 100-500
 Decatur, GA 30030

Phone: (404) 371-2155
 Fax: (404) 371-2778
www.dekalbcountyga.gov

Andrew A. Baker, AICP
 Director



Chief Executive Officer
 Michael Thurmond

Letter of Entertainment

TO BE COMPLETED BY PLANNING 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 am			
New License – Nightclub- SLUP granted			
New License- Late Night – SLUP granted			
Renewal License close at 12:30 am			
Renewal License –Late Night- No SLUP Required (grandfather documents submitted/validated)			
Renewal License -Nightclub- No SLUP Required (grandfather documents submitted/validated)			

Alcohol Serving Establishments Beyond 1,500 feet of residentially zoned property

License Review Type	Approved	Denied	Not Applicable
New License close at 12:30 am			
New License – Nightclub			
New License – Late Night			
Renewal License close at 12:30 am			
Renewal License – Nightclub			
Renewal License – Late Night			

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)

INTAKE REVIEW

Business License Division

GENERAL BUSINESS RENEWAL				
Criteria	Assessed	Yes	No	Comments
Hansen	1. Ensure Business license is current (all years paid up to date)	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Ensure fees are calculated correctly	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Upload all documents submitted and notate account	<input type="checkbox"/>	<input type="checkbox"/>	
Supporting Documentation	1. Secretary of State - Ensure Incorporation is current (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Ensure State license (Professional) is active (Example – Doctors, Barber, Tire Shop, Etc.	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Code Compliance	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Certificate – Apartments	<input type="checkbox"/>	<input type="checkbox"/>	
	5. Necessary State documentation <ul style="list-style-type: none"> • Department of Agriculture (Food and Gas) • Department of public Health 	<input type="checkbox"/>	<input type="checkbox"/>	
Affidavit Verifying Status of County Public Benefit (SAVE)	1. Verify that form is filled out correctly and signed by applicant	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Must be notarized (outside party)	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Non- citizen -obtain (additional documentation when applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Renewal Application	1. Verify application is filled out correctly and signed by applicant	<input type="checkbox"/>	<input type="checkbox"/>	
Payment of Fees	1. MUST be exact amount of invoice (NO partial or over-payments)	<input type="checkbox"/>	<input type="checkbox"/>	
	2. No cash payment accepted	<input type="checkbox"/>	<input type="checkbox"/>	
ALCOHOL LICENSE RENEWAL				
Related Accounts	1. All related accounts MUST be current <ul style="list-style-type: none"> a. Business License b. Excise (Consumption only) 	<input type="checkbox"/>	<input type="checkbox"/>	
Supporting Documentation	1. Ensure State Alcohol License is current	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Licensee MUST be the same on both licenses	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Necessary State documentation <ul style="list-style-type: none"> a. Department of Agriculture (Food & Gas) 	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Department of Public Health	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of Entertainment	1. Confirm if approved by Planning	<input type="checkbox"/>	<input type="checkbox"/>	
	1. Check for 2 notary seals (outside)	<input type="checkbox"/>	<input type="checkbox"/>	
Renewal Form	1. Check if Filled out correctly and signed by applicant	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Must be notarized (outside)	<input type="checkbox"/>	<input type="checkbox"/>	
Payment of Fees	3. MUST be exact amount of invoice			
	4. Money order or Cashier's check			

<i>Intake By</i>	Print Name:	Signature:
<i>Review By</i>	Print Name:	Signature:
<i>Date Review Completed</i>		<i>Business Account #:</i>
<i>Recommendation:</i>		<i>Business Name:</i>

INTERNAL DOCUMENT

INTAKE REVIEW
BUSINESS LICENSE DIVISION

ALCOHOL LICENSE APPLICATION

Criteria	Assessed	Yes	No	Comments
DeKalb County Privilege License Application	1. Check if Filled out correctly and sign by applicant	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Must be notarized (outside)	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel Statements	1. Check if Filled out completely	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Everyone that has at least 10% ownership indicated on the Privilege License Application MUST complete one each	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Two (2) Original Passport photograph	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Must be notarize (outside)	<input type="checkbox"/>	<input type="checkbox"/>	
Registered Agent Form	1. Check if Filled out completely	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Physical address MUST be in DeKalb County	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Two (2) Original Passport photographs	<input type="checkbox"/>	<input type="checkbox"/>	
Affidavit Verifying Status of County Public Benefit (SAVE)	1. Check if Filled out correctly and sign by applicant	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Must be notarized (outside)	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Non- citizen - obtain (additional documentation when applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Private Employer Affidavit (E-Verify)	1. Check if Filled out correctly and sign by applicant	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Must be notarized (outside)	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Obtain Private employee authorization number (10 or more)	<input type="checkbox"/>	<input type="checkbox"/>	
Affidavit of Person Having Knowledge of Licensee's Residence	1. Check if Filled out correctly and sign by applicant	<input type="checkbox"/>	<input type="checkbox"/>	

	2. Must be notarized (outside)	<input type="checkbox"/>	<input type="checkbox"/>	
Legal Land Survey Consumption on Premises	1. Confirm that form is filled out completely	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Check for Surveyor's Seal	<input type="checkbox"/>	<input type="checkbox"/>	
Legal Land Survey Retail Sales in original package	1. Confirm that form is filled out completely	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Check for Surveyor's Seal (outside)	<input type="checkbox"/>	<input type="checkbox"/>	
Floor Plan Drawing	1. Confirm number of bars	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Confirm number of patios			
Copy of Menu	1. Confirm copy of menu	<input type="checkbox"/>	<input type="checkbox"/>	
Background Investigation Consent Form	1. Confirm date felony	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Confirm number of violation	<input type="checkbox"/>	<input type="checkbox"/>	
Alcohol License Fees	1. Collected fee (Money Order or Cashier's Check)	<input type="checkbox"/>	<input type="checkbox"/>	
Business License Registration	1. Confirm if Business License issue	<input type="checkbox"/>	<input type="checkbox"/>	
Government Issued ID	1. Obtain from Applicant, Licensee, Registered agent and all that filled out personnel statements	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of Entertainment	1. Confirm if approved by planning	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Check for 2 notary seals (outside)			
Intake By	Print Name:		Signature:	
Review By	Print Name:		Signature:	
Date Review Completed			Business Account #:	
Recommendation:			Business Name:	

INTAKE REVIEW

Business License Division

GENERAL BUSINESS APPLICATION				
Criteria	Assessed	Yes	No	Comments
Certificate of Occupancy	1. Permit address MATCHES business physical address	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Work TYPE must MATCH application process TYPE in Hansen	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Project name must MATCH business name	<input type="checkbox"/>	<input type="checkbox"/>	
Corporate Ownership	1. Corporation Name MUST be active	<input type="checkbox"/>	<input type="checkbox"/>	
Sanitation Service	1. Must have Sanitation Number on Application	<input type="checkbox"/>	<input type="checkbox"/>	
Government Issued Photograph Identification	1. ID is current	<input type="checkbox"/>	<input type="checkbox"/>	
	2. ID MATCHES applicant	<input type="checkbox"/>	<input type="checkbox"/>	
Affidavit Verifying Status of County Public Benefit (SAVE)	1. Is Affidavit filled out correctly and signed by applicant	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Must be Notarized	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Non-citizen (Obtain additional documentation when applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Private Employer Affidavit (E-Verify)	1. Is Affidavit filled out correctly and signed by applicant	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Must be Notarized	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Obtain Private Employee Authorization # (10 or more)	<input type="checkbox"/>	<input type="checkbox"/>	
Business Registration Application	1. Application filled out correctly and signed by applicant	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Must be Notarized	<input type="checkbox"/>	<input type="checkbox"/>	
Application Fees	1. Collected Fees	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Processed Application	<input type="checkbox"/>	<input type="checkbox"/>	
Lease Agreement/Property Ownership	1. Lease must contain commencement and end date	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Confirm if lease is signed by both parties	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Confirm property owner	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Confirm Bill of Sale	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of Entertainment	1. Confirm if approved by planning	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Check for two (2) notary seals	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Commercial Business Qualification/Certification	1. Necessary State documentation <ul style="list-style-type: none"> • Department of Agriculture (Food & Gas) • Department of Public Health 	<input type="checkbox"/>	<input type="checkbox"/>	
Home Occupation Supplemental Registration Form	1. Application filled out correctly and signed by applicant	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Must be Notarized	<input type="checkbox"/>	<input type="checkbox"/>	
Hansen	1. Added notes/comments to account	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Update account when necessary	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Ensure no Citation/Violation	<input type="checkbox"/>	<input type="checkbox"/>	

<i>Intake By</i>	Print Name:	Signature:
<i>Review By</i>	Print Name:	Signature:
<i>Date Review Completed</i>		<i>Recommendation:</i>
<i>Business Account #</i>		<i>Business Name:</i>

INTERNAL DOCUMENT



Department of Planning & Sustainability
 Division of Business Licensing
 330 Ponce De Leon Ave., Decatur, GA 30030
 (404) 371-2461
BUSINESS AND OCCUPATIONAL TAX CERTIFICATE

ABC LOUNGE/CAFÉ
 1300 COMMERCE DR
 DECATUR, GA 30030-2010

Business Name: ABC LOUNGE/CAFÉ
 1300 COMMERCE DR
 DECATUR, GA 30030-2010

This is your Business and Occupation Tax Certificate for 2018. We are pleased that you are doing business in DeKalb County and hope you have great success in your enterprise this year.

Detach the certificate below and display it for public view at your place of business.

This certificate must be displayed for public view

Not Transferable	Department of Planning & Sustainability 330 W. Ponce de Leon Avenue, Decatur, GA 30030	
	BUSINESS AND OCCUPATIONAL TAX CERTIFICATE	
ABC LOUNGE/CAFÉ 1300 COMMERCE DR DECATUR, GA 30030-		ACCOUNT : 1233555
ABC LOUNGE/CAFÉ 1300 COMMERCE DR DECATUR, GA 30030-	20 DeKalb County 18 GEORGIA	EXPIRES : 12/31/2018
Business Description: RESTAURANT Sun-Sat 2:30 AM		
<small>This certificate is only valid at this location and when the location conforms to DeKalb County's Zoning Regulations</small>		