

Chief Executive Officer  
Lorraine Cochran-Johnson

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Cedric Hudson  
Director

**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 (if name has changed in past twelve (12) months):** \_\_\_\_\_

**Address of Business:** \_\_\_\_\_ **Suite #** \_\_\_\_\_

**Business Contact Name & Number:** \_\_\_\_\_

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

EACH OF THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY:	
1.	<p><b>Is this Letter of Entertainment for a</b></p> <p><input type="checkbox"/> New Establishment <b>OR</b> <input type="checkbox"/> Renewal of Existing Establishment?</p>
2.	<p><b>Is this establishment a Restaurant <u>OR</u> a Freestanding bar? (Check Only One)</b></p> <p><input type="checkbox"/> <b>Restaurant:</b> An establishment where food and drink are prepared, served, and consumed primarily within the principal building.</p> <p><input type="checkbox"/> <b>Freestanding Bar:</b> 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.</p> <p><b>Note: Sunday Sales are Prohibited for Establishments which are classified as a Freestanding Bar.</b></p>
3.	<p><b>Is this establishment permitted to sell alcohol on Sunday?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><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></p>
4.	<p><b>Is this establishment open after 12:30 am?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><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></p>
5.	<p><b>Does this establishment include a patio or deck?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
6a.	<p><b>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?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><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></p>
6b.	<p><b>Do you have the required mechanical ventilation permit?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Note: Onsite Tobacco Is Prohibited without a Ventilation Permit. Please refer to DeKalb County Clean Indoor Air Ordinance-File No. 52-1548</i></p>
7.	<p><b>Is this establishment a nightclub with dancing and musical entertainment?</b></p> <p><i>Nightclub: A commercial establishment dispensing alcoholic beverages for consumption on the premises and in which dancing and musical entertainment is allowed.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
8.	<p><b>Is this an "Adult Entertainment" establishment as defined by the DeKalb County Zoning and Adult Entertainment licensing and alcohol beverage ordinances?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
9.	<p><b>Has a <u>Special Land Use Permit (SLUP)</u> been approved for this establishment?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>A Special Land Use Permit is granted by the Board of Commissioners under Section 27-7.4.</i></p> <p>If yes; please provide Case Number _____</p>

Operation hours cannot exceed the time permitted by the Alcohol Licensing Ordinance in Chapter 4 of the DeKalb County Code. Rev. 4/5/23



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**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 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 \_\_\_\_\_

Sign \_\_\_\_\_  
Tenant or Authorized Agent

(Print/Type name) \_\_\_\_\_

**Notary Public**

Sworn to and subscribed before me

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Sign \_\_\_\_\_  
Property Owner or Authorized Agent

(Print/Type name) \_\_\_\_\_

**Notary Public**

**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 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)