



Alcoholic Beverage License

APPLICATION PROCESS

The following information is designed to assist you through the application process for an Alcoholic Beverage License in the City of Port Wentworth.

- ✓ Obtain and complete the City of Port Wentworth Application for Alcoholic Beverage License. Applications are available at Port Wentworth City Hall, 305 South Coastal Highway, Port Wentworth, Georgia 31407, during normal business hours Monday through Friday, 8:30 a.m. – 5:00 p.m. The application can also be downloaded via the City's website, www.cityofportwentworth.com.
 - ✓ Per City Ordinance, the application should be accompanied by two (2) certified checks; one (1) for the cost of the license and the other to cover the costs of two (2) advertisements in the Savannah Morning News, giving notice of the making of application for such license and calling interested persons to register objections thereto.
 - ✓ Completed applications must be submitted in person at Port Wentworth City Hall, during normal business hours Monday through Friday, 8:30 a.m. – 5:00 p.m. Upon arrival, applicants will be asked to present one form of a government issued identification and pay all required fees (license fee plus the costs for the two (2) advertisements).
 - ✓ Once the full fee amount has been collected:
 - ⇒ the Clerk of Council will submit payment to the Legals Department of the Savannah Morning News requesting an advertisement be published once a week for two (2) consecutive weeks regarding the Alcoholic Beverage License; and
 - ⇒ the Municipal Clerk will submit the signed **Georgia CJIS Network Consent Form** authorizing a Criminal History/Background Check to the Director of Public Safety, Port Wentworth Police Department, for processing. Please allow 3-5 business days for examination.
- PLEASE NOTE:** Applicants with a clear history/background check will have their application forwarded to the Director of Development Services for review and placement on the agenda for approval by the Port Wentworth Planning Commission. (Planning Commission convenes the 2nd Monday of each month at the Port Wentworth City Hall Council Chambers.) Applicants with an unfavorable Criminal History/Background Check application will automatically be denied.
- ✓ Once the application has been approved by the Port Wentworth Planning Commission, the Director of Development Services will place the application as an agenda item for approval by Mayor and Council during the next regularly scheduled City Council Meeting. (City Council Meetings are held on the 4th Thursday of each month at the Port Wentworth City Hall Council Chambers). Your presence is requested so that you can answer any questions Mayor and Council may have related to your application.
 - ✓ Upon successful review and approval by Mayor and Council, applicants will be contacted via email with an official approval letter. The email will state the date the license will be available for pickup.

PLEASE NOTE: Alcoholic Beverage Licenses will not be issued if a building is under construction. In this instance, the license will be issued *after* the project site has been cleared for use by receipt of an official Certificate of Occupancy (CO).

Questions? Contact the City of Port Wentworth at 912-964-4379 or send an email to sdavis@cityofportwentworth.com.

Thank you for your interest in conducting business in the City of Port Wentworth!