

**INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET**



**IMPORTANT INFORMATION:**

- All questions on the application must be answered. Failure to do so will delay the application process. The Beer Control Board will not approve incomplete applications.
- The Beer Control Board requires the applicant to be present at the meeting of the Beer Control Board during which the applicant's application is considered.
- Please see Paris Municipal Code 2-215 regarding the "Terms of Permit."

**APPLICATION FEE:**

A **non-refundable fee** must accompany this application.

<b><u>Permit Type</u></b>	<b><u>Application Fee</u></b>
A Permit – Off Premise	\$250.00
B Permit – On Premise	\$250.00
C Permit – Dual Purpose / Manufacturer	\$250.00
D Permit – Temporary / Special Event	\$250.00

Checks are payable to:  
City of Paris  
Attn: Beer Board  
P.O. Box 970  
Paris, TN 38242

**APPLICATION DEADLINES:**

Your completed application must be submitted at least fourteen (14) days prior to the meeting of the Beer Control Board to be considered. Applications received after the deadline will be placed on the following month's meeting agenda. The Beer Control Board meets the 3<sup>rd</sup> Thursday of every month at Noon as needed.

INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET



**APPLICATION FOR BEER PERMIT**  
**CITY OF PARIS**

The undersigned hereby applies to the Beer Control Board of the City of Paris, Tennessee, for permission and license to exercise the privilege of:

\_\_\_\_\_ **A PERMIT** *"Off Premise"*: Selling, storing and distributing beer for consumption off the premises where sold and not to be consumed on said premises.

\_\_\_\_\_ **B PERMIT** *"On Premise"*: Selling, storing, and serving beer on the premises where sold.

\_\_\_\_\_ **C PERMIT** *"Dual Purpose - Manufacturer"*: consumed by the purchaser on premises of manufacturer and the sale of beer which is not to be consumed by purchases on premise. \*\*Only issued when the seller is a manufacturer of beer.

\_\_\_\_\_ **D PERMIT** *"Temporary – Special Event"*: Nonprofit Organizations seeking to offer Beer for on premises consumption upon the premises where a special event is to be held. Only effective for three (3) consecutive calendar days.

**INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET**



**1. CONTACT INFORMATION:**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Driver's License: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*\*\*If Applying for Temporary – Special Event permit, skip to No. 4\*\**

**2. BUSINESS INFORMATION:**

Name of Business: \_\_\_\_\_

Business Location: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Have you applied for:

a.) State Sales Tax Registration #: \_\_\_\_\_

b.) City Business License #: \_\_\_\_\_

c.) County Business License #: \_\_\_\_\_

Will you be the “on-premises” manager of this business? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If you are a limited liability company or corporation If the answer is “no” then the on-premises manager must fill out a separate application)

Do you own the premises or lease? \_\_\_\_\_ Term of Lease: \_\_\_\_\_

What type of business will this be? \_\_\_\_\_

Length of time application has been in this business: \_\_\_\_\_

**3. PERSON TO RECEIVE ANNUAL PRIVILEGE TAX NOTICES:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET**



4. EVENT INFORMATION: *\*\*Temporary – Special Event Permit ONLY\*\**

Date of Application: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Charitable Non- Profit ☐ Religious Non-Profit ☐

Other ☐ (please describe): \_\_\_\_\_

**INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET**



- 1.) Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
If a naturalized citizen, give date and place of naturalization: \_\_\_\_\_
- 2.) Have you made an application previously for the same or a similar permit? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what was the disposition of application? \_\_\_\_\_
- 3.) Is Business a sole proprietorship, partnership, limited liability company, or corporation?  
\_\_\_\_\_  
a. Please answer this question only if the applicant is a corporation:
  - i. Corporate Name \_\_\_\_\_
  - ii. Date Charter Issued \_\_\_\_\_
  - iii. Objects of the Corporation:  
\_\_\_\_\_  
\_\_\_\_\_
- 4.) Will you employ minors? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, describe their duties:  
\_\_\_\_\_  
\_\_\_\_\_
- 5.) Has any person having at least 5% ownership, interest, managers, or employees of the organization been convicted of any violations of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within the last ten (10) years? \_\_\_\_\_  
If so, give particulars of each charge, court, and date convicted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6.) Has this owner or the owner's business had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, please give place, date, and cause of said revocation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7.) Does your company have a training policy for employees regarding the sale of beer to minors:  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If No, do you plan to implement a training policy in the future?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 8.) Is this business certified under the Responsible Vendor Program through the Tennessee Alcoholic Beverage Commission?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET**



9.) Has this business or any employee ever had a Responsible Vendor certificate revoked, suspended, or canceled by the Tennessee Alcoholic Beverage Commission?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, identify person and reason: \_\_\_\_\_  
\_\_\_\_\_

10.) Give applicant's history of involvement where beer has been served, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11.) Give applicant's employment record for the past ten (10) years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12.) References:

	<u>Name</u>	<u>Address</u>	<u>Phone No.</u>
1.	_____		
2.	_____		
3.	_____		

13.) List history of personal residences for the past twenty (10) years beginning with the current address:

<u>Street Address</u>	<u>City</u>	<u>County</u>	<u>State</u>	<u>Zip Code</u>
_____				
_____				
_____				
_____				
_____				
_____				
_____				
_____				

Please read the following and upon signature of this application acknowledge your understanding of, and agreement to comply if you are granted a permit.

**INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET**



- i The applicant must hold a valid City of Paris business license to obtain a beer permit. This permit shall be displayed in a prominent place in the establishment.
- ii The applicant is required to provide documentation of the Tennessee Department of Revenue certificate of sales tax registration or proof of application for such to the City.
- iii A non-refundable application fee must accompany this application payable to the City of Paris.
- iv A privilege tax of \$100 is imposed on the business effective January 1 and each successive January 1<sup>st</sup> payable to the City of Paris.
- v No person, firm, corporation, joint-stock company, syndicate, or association having at least a five percent (5%) ownership interest in the applicant has been convicted of any violation of the laws specified in this application within the past ten (10) years.
- vi No beer will be sold except at places where such sales will not cause congestion of traffic or interference with schools, churches, or places of public gathering, or otherwise interfere with public health, safety and morals.
- vii All sales will conform to the class of permit issued. Any desire to change the class of permit will require a new application.
- viii No sales shall be made to minors. Permit holders accept responsibility for any prohibited sales made by employees.
- ix A permit holder shall be required to amend or supplement its application promptly if a change in circumstances affects the responses provided in its application.
- x The permit holder must return the permit to the City of Paris within fifteen (15) days of termination of the business, change in ownership, relocation of the business or change of the business's name; provided, that notwithstanding the failure to return a beer permit, the permit shall expire on termination of the business, change of ownership, relocation of the business or change in the business's name.
- xi The Beer Control Board shall have the power to revoke or suspend a beer permit when the holder thereof is guilty of making a false statement or misrepresentation in the application, for failure to pay the privilege tax in a timely manner or for any violation of law, statute or ordinance following a hearing.
- xii I have read and am familiar with the provisions of Title 2 Chapter 2 of the City of Paris Municipal Code entitled "Beer."

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors and that I will comply with all provisions and restrictions as outlined.

---

Signature

---

Date

**APPLICATION SIGNATURE PAGE**

I hereby make application to the City of Paris Beer Control Board for a beer permit.

**INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET**



The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

The undersigned makes oath that all of the statements contained in the foregoing application are true. Applicant also waives his right to privacy for the purpose of a mandatory background investigation to be performed by the Paris Police Department.

\_\_\_\_\_  
Applicant

Sworn and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_.

The following action was taken upon this application:  
\_\_\_\_\_

\_\_\_\_\_  
Chairman, Alcoholic Beverage Control Board

\_\_\_\_\_  
Member, Alcoholic Beverage Control Board

\_\_\_\_\_  
Member, Alcoholic Beverage Control Board

\_\_\_\_\_  
Member, Alcoholic Beverage Control Board

\_\_\_\_\_  
Member, Alcoholic Beverage Control Board

\_\_\_\_\_  
Member, Alcoholic Beverage Control Board

\_\_\_\_\_  
Member, Alcoholic Beverage Control Board



**INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET**



**BEER PERMIT CHECKLIST**

- \_\_\_\_\_ Obtain Beer Permit application from City of Paris Business Office
- \_\_\_\_\_ Return completed and notarized application and other required documentation to City of Paris Business Office
- \_\_\_\_\_ Pay non-refundable application fee
- \_\_\_\_\_ Background Check completed by Paris Police Department
- \_\_\_\_\_ Business must have a current City of Paris Business License
- \_\_\_\_\_ Business must have a Department of Revenue Sales and Use Tax Certificate or must provide proof application has been made
- \_\_\_\_\_ For proof of identification, the applicant must bring their driver's license or social security card, or other form of government issued identification when application is submitted. A copy must be on file with their application.
- \_\_\_\_\_ Beer permit will NOT be issued until building has met all building codes and a Certificate of Occupancy has been given by the City of Paris Building Department.

**INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET**



**FOR OFFICIAL USE ONLY**

Application Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check No.: \_\_\_\_\_

Privilege Tax: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check No.: \_\_\_\_\_

Zoning Classification for Location: \_\_\_\_\_ Verified by: \_\_\_\_\_

Date Background Check Received from Paris Police Department: \_\_\_\_\_

Date Background Check Received from Tennessee Bureau of Investigation: \_\_\_\_\_

Date Beer Permit Application Presented to City of Paris Beer Board: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_

Other: \_\_\_\_\_

**INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET**



**CITY OF PARIS**  
100 NORTH CALDWELL STREET  
PARIS, TENNESSEE 38242 [paristn.gov](http://paristn.gov)

KIM FOSTER  
CITY MANAGER

TEL: (731) 641-1402  
FAX: (731) 641-1424

**WAIVER AGREEMENT AND STATEMENT FOR CRIMINAL HISTORY  
CHECKS**

This form must be completed and signed by every applicant for a beer permit from the City of Paris. With regard to partnerships and limited liability companies this waiver agreement and statement for criminal history check must include every partner or member who has at least a five (5) percent interest in said business for whom criminal history records will be requested by the City of Paris.

I hereby authorize the City of Paris, Tennessee, to submit a set of fingerprints through the Tennessee Bureau of Investigation vendor and this form to the TBI for the purpose of accessing and reviewing Tennessee and national criminal history that may pertain to me directly from the Federal Bureau of Investigation (FBI). By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the City of Paris, with which I am applying for a beer permit.

I understand that, until the criminal history background check is completed, the City of Paris Beer Board will not approve the issuance of a permit to sell beer. I further understand that, upon request, the City of Paris will provide me with a copy of the criminal history background report, if any, that the City of Paris receives on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain prompt determination as to the validity of my challenge before the Beer Board makes a final decision on my application for a beer permit. I further understand that information reported in the criminal history background check can be grounds for refusal to approve a beer permit.

A national criminal history background check on me is being requested by:  
City of Paris, 100 North Caldwell Street, Paris, Tennessee 38242  
For the purpose of applying for a beer permit.

I ☐ have **OR** ☐ have not been convicted of a crime (**check one**).

If convicted, describe the crime(s) and the particulars of the conviction(s):

---

---

**INFORMATION SHEET  
BEER PERMIT  
APPLICATION & INFORMATION PACKET**



I am currently applying for a permit to sell beer within the City of Paris in compliance with all requirements of the Paris Municipal Code. With regard to partnerships and limited liability companies, this form is to be completed by each partner or member who holds a five (5) percent or more interest in the applying business.

Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

-----

## City of Paris

100 North Caldwell Street  
Paris, Tennessee 38242  
731-641-1402

**ORIGINAL MUST BE RETAINED BY THE CITY OF PARIS**  
**COPY MUST BE SUBMITTED TO THE TBI**