

PROCEDURES FOR CERTIFICATE OF COMPLIANCE
NEW APPLICANTS

1. New applicants must first obtain forms from the Alcohol Beverage Commission (ABC) for state approval. ABC will refer them to Finance/Revenue.
2. New applicants must complete “Application For Certificate Of Compliance” (4 page form) provided by the Revenue Office. Have it notarized. Along with application supply written documentation from a licensed surveyor confirming that business location complies with distance requirements found in City of Knoxville Code Section 4-131.
3. New applicant must furnish a written statement or letter from the Knoxville Metropolitan Planning Commission office stating the zoning district within which the proposed location lies, and that the zoning district provides that a liquor store is a permitted use.
4. Applicant furnishes evidence of financial responsibility in the amount of \$40,000.00.
5. Applicant pays \$300.00 fee. (\$200.00 deposited into a school system special account.) Application is needed at least 2 ½ to 3 weeks before council meeting.
6. Revenue sends information to Police Department for records check.
7. Revenue submits application to the Law Department at least fifteen (15) days prior to the Council Meeting at which it will be considered.
8. Revenue posts sign on proposed location at least ten (10) days before the City Council Meeting.
9. Applicant places a three day Ad (own expense) in local newspaper no less than seven (7) days prior to application being acted upon by the City Council. New Applicants must furnish a “Publisher’s Affidavit” of this notice to Revenue Office.
10. Revenue reviews all applications and transmits them to City Law Department to be submitted to City Council for consideration at the earliest possible meeting for approval.
11. Applicant must appear in person at City Council Meeting.
12. Upon approval by City Council, a “Retailer’s Certificate” is issued, which must be signed by the Mayor.
13. The original “Retailer’s Certificate” is mailed to the new applicant. Copies are kept on file in the Revenue Office.