

**City of Memphis Permits Office  
2714 Union Avenue Extd. Suite 100  
Memphis, Tennessee 38112  
901-636-6711**



**Beer Permit Application Instructions**

Application Fee	<b><u>\$250.00</u></b>
Yellow Beer Sign	<b><u>\$10.00</u></b>
Notary Fee	<b><u>\$3.00</u></b>

The fee is **(Non-Refundable)**. Make check or money order payable to the City of Memphis.

**Applicant is required to appear at the hearing before the Alcohol Commission.**

**I. Submit the following documents:**

A. Original **LEASE OR WARRANTY DEED**

B. **CERTIFIED SURVEY** (see survey requirements)  
(no larger than 8 ½ x 14)

C. **DRIVER'S LICENSE** or **OFFICIAL STATE ID**

D. **Corporation or LLC Papers** –  
(Certificate from the Secretary of State must be submitted)

E. **BUSINESS LICENSE** (Current)

**BUSINESS LICENSE** – 150 Washington St., Memphis, TN 38103  
222-3000

F. **CRIMINAL BACKGROUND CHECK**

1. tbi.tn.gov
2. background check
3. TORIS (Tennessee open record information service)

G. **CERTIFICATE OF OCCUPANCY** – (UNO)

**BUILDING PERMIT** – 6465 Mullin Station Rd., Memphis, TN 38134  
901-222-8300

**FIRE DEPARTMENT** – 2668 Avery, Memphis, TN 38122  
901-320-5460

**HEALTH DEPARTMENT** – 814 Jefferson Ave., RM 505, Memphis, TN 38103  
901-544-7600

H. **TENNESSEE REVENUE** – (Certificate of Registration)

I. **MENU** – (Show Price) ON Premise only

J. **INVENTORY RECEIPTS** - OFF Premise only

**APPLICATION MUST BE SIGNED AND NOTARIZED**, with signatures from (10) ten persons who resided, have a place of business or work in the same ward as the establishment on the application provided and returned to permit office.

## **II. Advertisement - Notice to the Public**

**COMMERCIAL APPEAL** – 495 Union Ave., Memphis, TN 38103  
901-529-2617

**DAILY NEWS** – 193 Jefferson Ave., Memphis, TN 38103  
901-523-1561

**TRI-STATE DEFENDER** – 123 Calhoun, Memphis, TN 38126  
901-523-1818 (Weekly Paper); (**Ad must run before hearing**)

## **III. SURVEY REQUIREMENTS**

Pursuant to a recent change of Chapter 4 Article III, Section 4-71 of Code of Ordinance, City of Memphis, these restrictions require a survey to accompany all “ON” premise applications and “OFF” premise applications that have not sold beer in the past six months. **Surveys must be within 6 months of application.**

Where the sale of beer for “OFF” premise consumption, the business establishment shall be located no less than five hundred (500) feet (as measured along the center line of the street and streets) and not less than or within a two hundred fifty (250) foot radius measured from the point in the center of the threshold and it must indicate any church, school or any residential property zoned R-S, R-M, R-TH, within these measurements.

Where the sale of beer “ON” premise consumption, the business establishment food sale shall consist of less than 40% of the gross sales, said establishment shall be located no less than five hundred (500) feet (as measured along the center of the street) or within a two hundred fifty (250) foot radius in any other direction, from the property line of any single –family or duplex residential property zoned R-S or R-D, or any church or school.

The five hundred (500) feet shall be measured from a point in the center line of the public or private street adjacent to the threshold on which the established fronts, such point being directly opposite the center of the threshold of the wall of the establishment if the threshold faces the street and if not, then at the midpoint of the establishment building; thence along the intersecting street(s) to a point in the center line opposite the nearest point to the property line of said residence, church, or school.

The two hundred fifty (250) foot restriction will measured from the center of the threshold of the store to the nearest point in the property line such as residence, church or school, it being the intent of the restriction that no part of the property of such residence, church, or school shall be within a radius of tow hundred fifty (250) feet from the point in the center of the threshold.

This location restriction applies only to new beer establishment locations and those licensed for off-premise sale after June 12, 2013, and those that cease to sell beer for six months or more.

*The Alcohol Commission meets in the City Council Chambers located in City Hall 125 N. Main and Adams (located in lobby).*