



City of Memphis Permits Office
2714 Union Avenue Extended, Suite 100
Memphis, TN 38112
Phone (901) 636-6711 Fax (901) 323-9913
Email: permits@memphistn.gov

Beer Permit Application Instructions

Application Fee	\$250.00
Yellow Beer Sign	\$10.00
Notary Fee	\$3.00

*All application fees are **NON-REFUNDABLE**. Make check or money order payable to the City of Memphis. We also accept all major credit cards.*

Applicant is required to appear at a hearing before the Alcohol Commission. The Alcohol Commission meets in City Council Chambers located at 125 North Main Street on the 1st and 3rd Wednesday of each month. You will be notified of your hearing date when you submit your application packet. You can submit all required documents in person, by mail, fax, or email.

SUBMIT THE FOLLOWING DOCUMENTS:

- A. COMPLETED APPLICATION
- B. LEASE OR WARRANTY DEED
- C. CORPORATION OR LLC PAPERS
(Certificate from the Secretary of State must be submitted)
- D. DRIVER'S LICENSE or OFFICIAL STATE ID
- E. CRIMINAL BACKGROUND CHECK (Must meet the requirements of the Fair Credit Reporting Act)
- F. MENU WITH PRICES – (ON Premise Locations Only)
- G. CERTIFIED SURVEY – (See survey requirements on back page)
(No larger than 8½ x 14)
- H. BUSINESS LICENSE (Current)

150 Washington Avenue
Memphis, TN 38103
(901) 222-3000

- I. CERTIFICATE OF OCCUPANCY – UNO

BUILDING PERMIT
6465 Mullins Station Rd.
Memphis, TN 38134
(901) 222-8300

FIRE DEPARTMENT
2668 Avery Avenue
Memphis, TN 38122
(901) 320-5460

MEMPHIS & SHELBY COUNTY
HEALTH DEPARTMENT
814 Jefferson Ave., Rm. 505
Memphis, TN 38105
(901) 544-7600

J. INVENTORY RECEIPTS/MINIMUM OF \$2,000.00 – (OFF Premise Locations Only)

K. CERTIFICATE OF REGISTRATION

TENNESSEE DEPARTMENT OF REVENUE
3150 Appling Road
Bartlett, TN 38133
(901) 214-1400

ADVERTISEMENT – (Notice to the Public)

You are required to give notice to the public that you are applying to sell beer at your location. There are two required forms of public notification.

- (1) A newspaper ad will be provided by the Permits Office that must be published 10 days prior to the scheduled Alcohol Commission meeting for your location in one of the following publications:

COMMERCIAL APPEAL
495 Union Avenue
Memphis, TN 38103
(901) 529-2617

DAILY NEWS
193 Jefferson Avenue
Memphis, TN 38103
(901) 523-1561

TRI-STATE DEFENDER
123 East Calhoun
Memphis, TN 38103
(901) 523-1818

- (2) Applicant must purchase a yellow sign from the Permits Office that must be posted at the location you are applying for a beer license.

(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 “OFF” premise applications that have not sold beer in the past six months and all “ON” premise applications where food sales are less than 40%. Surveys must be within six (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 for “ON” premise consumption, the business establishment food sales 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 be 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 two 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.