



CITY OF PORT WENTWORTH ALCOHOLIC BEVERAGE LICENSE APPLICATION PROCESS FOR NEW CERTIFICATIONS

Thank you for your interest in applying for an Alcoholic Beverage License with the City of Port Wentworth. Chapter 3 of the Port Wentworth Code of Ordinances, Ordinance No. 57-30 §3-1, states “no person shall engage in carrying on the business of handling or selling of legal malt or alcoholic beverages at wholesale or at retail without a license issued by Mayor and Council.”

Thus, the following material is designed to assist you in successfully completing the application process as a prospective license holder. Should you have any questions or concerns, after reviewing this information please contact the Occupational Tax Registration Clerk at 912-964-4379.

Step 1: Obtain and complete the City of Port Wentworth **New Occupational Tax Registration Application** for new certifications **or** submit the annual renewal form and all supporting documents, then remit full payment (Occupational Tax Registration Fee and the trash receptacle deposit). *See the [New Occupational Tax Registration Checklist](#) for a list of applicable items required for licensure.*

Step 2: Obtain and complete the City of Port Wentworth **Alcoholic Beverage License Application**. Applications are available at Port Wentworth City Hall, 7224 GA Highway 21, Port Wentworth, Georgia 31407, during normal business hours Monday through Friday, 8:30 a.m. to 5:00 p.m. However, the cutoff time to apply is 4:00 p.m. for both new applications and renewals. Applications may also be downloaded via the City’s website, www.cityofportwentworth.com.

Step 3: Obtain and complete the **SAVE Affidavit (Affidavit Verifying Status For City Public Benefit)**. This document must be signed in the presence of a notary then notarized. City Hall offers complimentary Notary services with proper photo identification. *Refer to the [Secure and Verifiable Documents sheet](#) at the back of this packet for more information.*

Step 4: Obtain and complete the **Georgia CJIS Network Consent Form** authorizing a Criminal History/Background Check. Applicants with an unfavorable criminal history/background check will automatically be denied.

Step 5: Submit completed application packet in person at Port Wentworth City Hall, Monday through Friday, between the hours of 8:30 a.m. and 4:00 p.m. Upon arrival, applicants will be asked to present one form of a government issued identification. *Refer to the [Secure and Verifiable Documents sheet](#) at the back of this packet for more information.*



The Municipal Clerk will submit the signed Georgia CJIS Network Consent Form to the Director of Public Safety, Port Wentworth Police Department, for processing. Please allow three (3) to five (5) business days for examination. If favorable, applicants may proceed to Step 6. Again, applicants with an unfavorable criminal history/background check will automatically be denied.



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Step 6: Applicants with a clear history/background check should return to City Hall to remit full payment (administrative fee for new licenses, fee for each license type, and costs for advertisements).

PLEASE NOTE: Per the Port Wentworth Code of Ordinances, Ordinance No. 57-30 §3-2(b), the license 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. *Refer to Chapter 3 - Alcoholic Beverages Ordinance included with this packet for more information.*

Step 7: The Alcoholic Beverage License Application packet will be 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 Port Wentworth City Hall Council Chambers, unless a change in date notification has been posted.)

Step 8: 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 Port Wentworth City Hall Council Chambers, unless a change in date notification has been posted).

PLEASE NOTE: Your presence is requested during both the Planning Commission Meeting and the City Council Meeting so that you can answer any questions the Commission and/or Mayor and Council may have related to your application.

Step 9: Per the Port Wentworth Code of Ordinances, Ordinance No. 57-30 §3-3, the Clerk of Council will submit payment to Savannah Morning News requesting an advertisement be published once a week for two (2) consecutive weeks (at least five (5) days prior to the scheduled meeting) notifying interested parties of the filing of the Alcoholic Beverage License and calling upon persons who wish to object to the granting of the license at or before the Regular City Council Meeting.

Step 10: 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 from City Hall.

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).