



## DEPARTMENT OF PUBLIC DEVELOPMENT

*Planning • Engineering • Building Inspections • Code Compliance • GIS*

### ALCOHOL LICENSE ONLINE PROCESS

To sell alcoholic beverages in the unincorporated part of Jackson County you will need to obtain an Alcohol License. In order to do so, you must:

1. Go to the Jackson County's Citizen Self Service (CSS) portal at: <https://energovweb.jacksoncoga.gov/EnerGovProd/SelfService#/home>. Once you are in the link, go to the top right of page and click on Guest to register. You will need to put in a username and password (write it down as you will need it later). Your username is **not** your email address. Also, CSS has shown to function better in Google Chrome.
2. After your registration is complete, on the main page under Required Forms & Information, you will need to complete the SAVE Affidavit, E-Verify Private Employer Exemption Affidavit (fewer than 11 employees) or E-Verify Private Employer Affidavit (11 or more employees). The affidavits will need to be notarized, scanned, and uploaded to the online application. Also, see the New Alcohol License Checklists, Renewal Alcohol License Checklist, Change of Ownership Alcohol License Checklists, Special Event Permit for the Drinking of Alcoholic Beverages Checklist, GAPS Background Check Process, Registered Agent Certification Form, and Alcohol License Regulations.
3. Then, on the main page choose Apply. Then, choose Occupational Tax/Alcohol Licenses. Then, look for Alcohol License and click on Apply. Then, put in your username and password. Then, fill out the application and submit along with attachments. Once I receive the complete application including the results from the criminal background check, I will issue an invoice for you to pay the fees online. Once the fees are paid, I will submit the application to our Manager for approval. Once it is approved, I will notify you by email and you will be able to print the license online.

If you have any questions, you can email me at [kholloway@jacksoncountygov.com](mailto:kholloway@jacksoncountygov.com). or call me at 706-367-7366.

Thank you,

Kathy Holloway  
Public Development Department