



## DEPARTMENT OF PUBLIC DEVELOPMENT

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### *Planning & Zoning*

#### Alcohol License Change of Ownership for a Restaurant Checklist

- A. Have a minimum of 3 full-time employees. Need a copy of their driver's license and criminal background check (see attached letter).
- B. Need a Change of Occupancy Permit from Jackson County Building Department.  
*(Talk with Jackson County Building Department before applying online for this permit.)*
- C. ServSafe Certificate through the Environmental Health Office.
- D. Need a Professionally prepared Site Plan showing the business location where alcohol is sold and a minimum distance of 100 yards from any church building, government-owned treatment center, or school building, educational building, school grounds, or college campus, measured by a registered land surveyor in a straight line from the front door of the structure from which alcoholic beverages are sold or offered for sale to either:
  - 1. The front door of the building of a church or government-owned treatment center; or
  - 2. To the nearest property line of the real property being used for school or educational purposes.
  - 3. Also, show parking on Site Plan.
- E. Complete E-Verify Private Employer Exemption Affidavit for less than 11 employees or E-Verify Private Employer Affidavit for 11 or more employees.
- F. Complete SAVE Affidavit.
- G. Receipt of paid property taxes.
- H. Business Tax Returns for the previous 2 years.
- I. At least 1 employee in the business, who is in a supervisory capacity, must complete an Alcohol Service Training Course online and submit certificate of completion.
- J. If owner of property, submit Deed showing that you are the owner.  
If leasing property, submit Lease Agreement that you are leasing from the owner.
- K. State Alcohol License and Occupational Tax Certificate.