

## ONE DAY ALCOHOL PERMIT REQUIREMENTS

- Schedule an appointment with City of Sandy Springs Revenue - <https://kiosk.na7.qless.com/kiosk/app/home/275>
  - \$50
  - Located at 1 Galambos Way, Sandy Springs, GA 30328
  - Open Monday-Friday, 7:30am to 4pm
  - Contact 770-730-5600
- Revenue Department will need:
  - Alcoholic Beverage Caterer with a City (Sandy Springs) and State alcohol license (copy)
  - Copy of Caterer Certificate of Insurance
  - Copy of Event Space Business License
- Pouring Permit - \$50
  - Servers must have this
  - Apply at Sandy Springs Police Department - 7840 Roswell Road, Suite 301, Sandy Springs, GA 30350 from 8 am - 5:30pm
  - Persons applying for a Pouring Permit will be provided with the needed documentation and undergo a criminal background check by the Sandy Springs Police Department
  - Valid Identification is necessary, no copies will be accepted. Non-US residents are required to bring additional identification to verify employment eligibility.
- Sandy Springs Police Officer
  - Contact M. Lindstrom - 770-551-6958 or [mlindstrom@sandysprings.gov](mailto:mlindstrom@sandysprings.gov)
  - Rates may start at \$60 per hour (varies)

Any questions, contact Tammie Edwards 770-206-1462 or [TEdwards@sandysprings.gov](mailto:TEdwards@sandysprings.gov)