Dear ABC Permit Applicant:

The ABC Commission requires any business interested in obtaining an alcohol beverage permit to have the Charlotte-Mecklenburg Police Department sign off on the Local Government Opinion Form 001. The following documents are required in order to process your request. Please submit copies *only*.

- ❑ **Local Government Opinion Form**
- ❑ **The "green sheet" or the Inspection/Zoning Compliance sheet. This sheet must be signed by the fire, building and zoning inspectors.**
- ❑ **A copy of the lease or ownership information for the building that your alcoholic beverage establishment will be located.**
- ❑ **A diagram of the inside of the establishment. This diagram can be hand drawn, but should show where all alcohol will be served and stored.**
- ❑ **A copy of the Articles of Incorporation, if applicable.**
- ❑ **A copy of a menu if the establishment is a restaurant.**
- ❑ **A copy of membership rules and regulations (applies to private clubs only).**

The background investigation is rather extensive and requires at least 15 working days to complete. Be advised these investigations may take longer than 15 days. The following is a list of what the officer will investigate about all applicants for the alcoholic beverage permits:

- ♦ Local and national arrest history
- ♦ Driving record
- ♦ Local and business victim records maintained by the police department.
- ♦ The 911 calls for service at the proposed location of the establishment.
- ♦ The arrests at the proposed location of your establishment.
- ♦ The clerk of civil court about any civil judgments against you or your corporation, if applicable.
- ♦ The amount of crime in a 500 foot radius of the proposed establishment's location.
- ♦ A neighborhood survey of the area around the proposed establishment's location.
- ♦ The N.C. employment security commission's files on you.
- ♦ Any past locations that you have held alcoholic beverage permits, including any past ABC violations.

Important contact numbers for ABC applicants:

- ♦ Charlotte-Mecklenburg Police Department ABC line   704-432-0428
       704-336-6040 Fax