



Life works well here.

Joey Davenport
Chief Building Official

Carol Lee
License Administrator

Scott Addison
County Manager

102 Starksville Avenue N.
Leesburg, GA 31763

(229) 759-6000
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buildinginspections@leecountyga.gov

*One of the first original
counties of Georgia.*

Established June 9, 1825

LEE COUNTY BOARD OF COMMISSIONERS

T. Page Tharp Governmental Building
102 Starksville Avenue North, Leesburg, GA 31763

LEE COUNTY BUILDING INSPECTION

Building Inspection • Building Permits • Business License • Alcohol License

NOVEMBER 1, 2025

ALCOHOL LICENSE RENEWAL 2026

TO: ALL BUSINESS LICENSE HOLDERS WITH ON PREMISES CONSUMPTION LICENSE

ALL ALCOHOLIC BEVERAGE LICENSE HOLDERS SHALL BE REQUIRED TO APPLY FOR A RENEWAL OF THEIR LICENSE ANNUALLY ON FORMS PRESCRIBED BY THE COUNTY BUILDING OFFICIAL. ALL HOLDERS MUST COMPLY WITH ALL PROVISIONS OF THIS ARTICLE, WITH THE EXCEPTION THAT PUBLICATION OF NOTICE FOR A PUBLIC HEARING SHALL NOT BE REQUIRED FOR RENEWAL OF A LICENSE UNLESS THERE HAS BEEN A CHANGE OF OWNERSHIP OF THE BUSINESS OR OTHER INTERESTS THEREIN.

UPON APPLICATION FOR RENEWAL AND COMPLETION OF THE BUILDING OFFICIALS INVESTIGATION, THE BUILDING OFFICIAL SHALL MAKE A RECOMMENDATION TO THE COUNTY COMMISSIONER'S AT THEIR NEXT REGULARLY SCHEDULED MEETING, AND THE BOARD SHALL BE AUTHORIZED TO ACT AT THIS TIME, EITHER GRANTING OR DENYING THE RENEWAL APPLICATION. NOTHING SHALL PROHIBIT THE COUNTY COMMISSION FROM VOTING TO GRANT OR DENY MORE THAN ONE RENEWAL APPLICATION AT A TIME.

NO APPLICATION FOR RENEWAL MAY BE APPROVED UNTIL ALL INFORMATION REQUIRED HAS BEEN SUBMITTED BY THE LICENSEE, AND SUCH MUST BE ON FILE WITH THE LICENSE ADMINISTRATOR BY DECEMBER 1, 2025.

COMMISSION APPROVAL OR DENIAL WILL BE MADE AT THE COUNTY COMMISSIONER'S MEETING SCHEDULED ON **DECEMBER 9, 2025** AT 6:00 P.M. IN THE OPAL CANNON AUDITORIUM 102 STARKSVILLE AVE. N. LEESBURG, GA.

AT THE TIME OF APPLICATION FOR A RENEWAL OF LICENSE FOR ANY CONSUMPTION ON THE LICENSED PREMISES, **THE APPLICANT SHALL ALSO FILE WITH THE RENEWAL APPLICATION A NOTARIZED STATEMENT OF AFFIDAVIT SETTING FORTH THE TOTAL PERCENTAGE OF SALES FROM FOOD PREPARED ON THE PREMISES, NON-ALCOHOLIC BEVERAGES CONSUMED ON THE PREMISES, AND ALCOHOLIC BEVERAGES CONSUMED ON THE PREMISES FOR THE PREVIOUS TWELVE (12) MONTHS.**

ON AN ANNUAL BASIS, HAVE AT LEAST 60 PERCENT OF ITS TOTAL SALES COMPRISED OF THE SALE OF FOOD PREPARED ON THE PREMISES AND NON-ALCOHOLIC BEVERAGES CONSUMED ON THE PREMISES; AND FOR THIS PURPOSE IF A RESTAURANT MAKES A MINIMUM CHARGE, COVER CHARGE, OR ADMISSION

Lee County is a thriving vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence and life long opportunities for prosperity without sacrificing the rural agriculture tapestry.



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CHARGE, OR ANY OTHER NON FOOD OR NON-ALCOHOLIC BEVERAGE CHARGE, THE AMOUNT SO CHARGED SHALL NOT BE COUNTED IN COMPUTING TOTAL SALES AND SHALL NOT BE COUNTED AS A FOOD OR BEVERAGE SALE.

HAVE A PERMANENT SEATING CAPACITY AT TABLES, NOT COUNTING BAR STOOLS, OF AT LEAST 50 PERSONS.

SHOULD THE TOTAL SALES FROM FOOD AND NON-ALCOHOLIC BEVERAGES REPORTED BY ANY LICENSEE FOR CONSUMPTION ON THE PREMISES NOT COMPLY WITH THE REQUIREMENTS FOR ANY TWELVE MONTH PERIOD, THE LICENSE MAY BE SUSPENDED, REVOKED, OR IF AN APPLICATION FOR RENEWAL IS PENDING, RENEWAL MAY BE DENIED.

IN ADDITION TO REPORTING REQUIREMENTS SET, THE COUNTY BUILDING OFFICIAL MAY REQUIRE THAT A LICENSEE FURNISH A STATEMENT FROM A CERTIFIED PUBLIC ACCOUNTANT OR A REGISTERED PUBLIC ACCOUNTANT THAT REPORTS THE PERCENTAGE OF THE LICENSEE'S TOTAL SALES DERIVED FROM THE SALE OF FOOD AND NON-ALCOHOLIC BEVERAGES SOLD ON THE PREMISES COMPARED TO THE SALE OF ALL ALCOHOLIC BEVERAGES SOLD ON THE PREMISES IN THE LICENSEE'S MOST RECENT REPORTING PERIOD.

IF YOU NEED ANY ADDITIONAL INFORMATION REGARDING THE RENEWAL PROCESS, PLEASE CONTACT CAROL LEE IN THE INSPECTION OFFICE. IN ADDITION THE RENEWAL APPLICATION IS AVAILABLE ON LINE AT www.leecountyga.gov

THANK YOU,

CAROL LEE
LICENSE ADMINISTRATOR

LICENSE FEE \$ _____

ATTACHED: RENEWAL APPLICATION

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