



CITY OF BAY MINETTE
CITY CLERK'S OFFICE
301 D'OLIVE STREET
BAY MINETTE, AL 36507
(251) 580-1637

PROCEDURE FOR OBTAINING AN ALCOHOLIC BEVERAGE LICENSE

1. Make an application with the local State of Alabama Alcoholic Beverage Control (ABC) Board License and Compliance Division/Baldwin County Office. The ABC Board's Summerdale Office handles all of the ABC Applications for the City of Bay Minette. Their office is located at 20210 Highway 59, Ste., 5, Summerdale, Alabama 36580. Their phone number is (251) 947-2971.
2. Submit completed ABC Board application to rdiedtrich@cityofbayminetteal.gov and a letter to the Mayor and City Council for consideration to or deliver to the City Clerk's office on the 2nd floor at the Bay Minette City Hall. The City Clerk will generate a letter of request to the City Council for the applicant to sign.
3. The City Clerk will forward the ABC License request to the Police Department, Planning and Development office, Building Official and Fire Inspector for review and approval.
4. When the Police Department, Planning and Development, Building Official and Fire Inspector approvals are received, the City Clerk will schedule the request to be heard by the City Council at the next available meeting. The City Clerk's office will notify the applicant of the meeting date.
5. Following approval by the City Council and receipt of all department approvals, the City Clerk will process the application and forward the approval letter to the Revenue Clerk. The City Clerk will notify the applicant of the City Council's approval or denial. If approved by the Bay Minette City Council, an approval letter will be available to the Revenue Clerk.
6. The Applicant will report to the Revenue Clerk on the 1st Floor of the Bay Minette City Hall to pay any necessary fees and obtain the City of Bay Minette business license. For ABC License temporary transfers, the alcoholic beverage codes will be added upon approval by the City Council. The applicant will be required to bring a copy of the ABC Licenses to the Revenue Clerk upon completion of the transfer. New applicants will not receive a business license for the alcoholic beverage codes until proof of the approved ABC License is brought into the Revenue Clerk. Once the license fee is paid, the Revenue Clerk will email the approval letter to the State of Alabama ABC office in Summerdale, Alabama.
7. If applicable to your type of license, liquor tax is to be paid in monthly installments on or before the 20th day of the month following the month in which the sales are made. The Revenue Clerk will provide further instructions regarding remittance of liquor tax.