



INSTRUCTION SHEET

**NOTICE:** The following should be attached to the application.

- Class A, B, C, D Permits - A non-refundable \$250 fee. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.
- Class E Permits - A non-refundable \$100.00 every two-year period at a single location. Additional locations can be added upon payment of a nonrefundable application fee of \$50. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.
- Class F Permits - No application fee required.
- A non-refundable fee of \$31 to cover advertising costs. Class E permits will pay the fee once every two years per location. The City will be responsible for running an advertisement in the local newspaper. The ad must appear in the newspaper one time, at least ten (10) days prior to the meeting. Applications should be submitted early enough to meet these deadlines.
- Class A, B, C, D Permits - A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January shall pay a pro rata portion of this annual tax when the permit is issued, according to the following schedule: **February- \$89.25; March- \$80.75; April- \$72.25; May- \$63.75; June- \$55.25; July- \$46.75; August- \$38.25; September- \$29.75; October- \$21.25; November- \$12.75; December- \$4.25.**
- Class E Permits - A privilege tax of \$25 is imposed per special event.
- A copy of your Sales and Use Tax Certificate. If not available at time of application, must be submitted prior to Beer License being issued.
- Class E & F Permit - Following approval, but prior to special event, a certificate of insurance which lists the city as an additional insured which covers the sale of beer with at least a \$1,000,000 liability limit and written permission for use of the property by the property owner.
- All Classes' locations must be inspected by an agent of the City prior to approval of their permit. Inspections may occur upon occasion throughout the life of the permit.

The Beer Board meets on the 2<sup>nd</sup> Tuesday of each month at 5:45 p.m.

Permits shall be issued to the owner of the business, whether a person, firm, corporation, joint-stock company, syndicate, or association. In the case of Class E permits, permits shall be issued to bonafide charitable, non-profit or political organizations only.

A permit is only for a single location and is valid for all decks, patios, and other outdoor serving areas that are contiguous to the exterior of the building in which the business is located.

Where an owner operates two or more restaurants or other businesses within the same building, the owner may, at his or her discretion, operate some or all of such businesses under the same permit.

A permit is valid only for the business or the owner named in the permit.

A permit holder must return a permit to the county or city that issued it within fifteen (15) days of termination of the business, change in ownership, relocation of the business or change of the business name. A change in ownership occurs for a corporate owner when at least fifty percent (50%) of the stock of the corporation is transferred to a new owner.

Owner Signature: \_\_\_\_\_

*Xinxing Chen*

Date: \_\_\_\_\_

*1/19/26*

Updated November 2025