

ABC LICENSE APPLICATION



102 Town Hall Drive, Leland, NC 28451
www.townofleland.com
FEE: \$50.00

Planning and Inspections Department
Phone 910-371-3754 Fax 910-371-1158

- **This application is for an existing business for which an inspection is being requested for ABC license approval.**
- **More information on the ABC permitting process is on page 2.**
- **If any alterations, repairs, or upfits are necessary, those permits must be applied for separately.**

Applicant Information

Name: _____

Business Name: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Alt. Phone: _____ Email: _____

Property Information

Property Owner's Name: _____

Property Address: _____ City/State/Zip: _____

I certify that all of the information presented in this application is true and correct to the best of my knowledge.

Applicant's Signature _____ Date _____

ABC BEER/WINE PERMIT PROCESS

Applicant obtains a North Carolina ABC Retail Permit Packet, available at <http://abc.nc.gov/Permit/Apply>.

Applicant obtains a Certificate of Occupancy, if applicable.

Applicant completes the applicant portions of the North Carolina ABC Retail Permit Packet and all of the Town of Leland State ABC License Permit Application.

- Applicant turns in the following to the Town of Leland to the Planning and Inspections Department:
- Local Government Opinion for Alcoholic Beverage Permits (NC ABC 001)
 - Inspection/Zoning Compliance (NC ABC-002) portions of the North Carolina ABC Retail Permit Packet
 - Leland ABC License Permit Application (this form)
 - Application fee

The Permit Technician processes the application, contacts the applicant, and once any inspection fees are paid, an inspection can be scheduled.

Once the building and fire inspections sections of the North Carolina ABC Retail Permit Packet have been completed, the packet is forwarded to the Planning Division for the zoning compliance section of the North Carolina ABC Retail Permit packet to be completed.

The North Carolina ABC Retail Permit Packet is turned over to the Town Clerk for review, approval, and signature by the Town Manager.

The Town Clerk forwards the completed and signed forms to the Finance Clerk, who contacts the applicant to pick up the signed North Carolina forms.

Applicant puts the signed forms they pick up from the Finance Clerk with the rest of their North Carolina ABC Retail Permit packet and forwards the entire packet to the State.

Once the NC ABC Commission returns the approved packet to the applicant, the applicant brings the entire packet, including the NC ABC Commission-issued permit to the Finance Clerk, who collects the beer/wine license fee and issues the Town's beer/wine license to the applicant.