# Beer Permit Application
# ePermits User Guide

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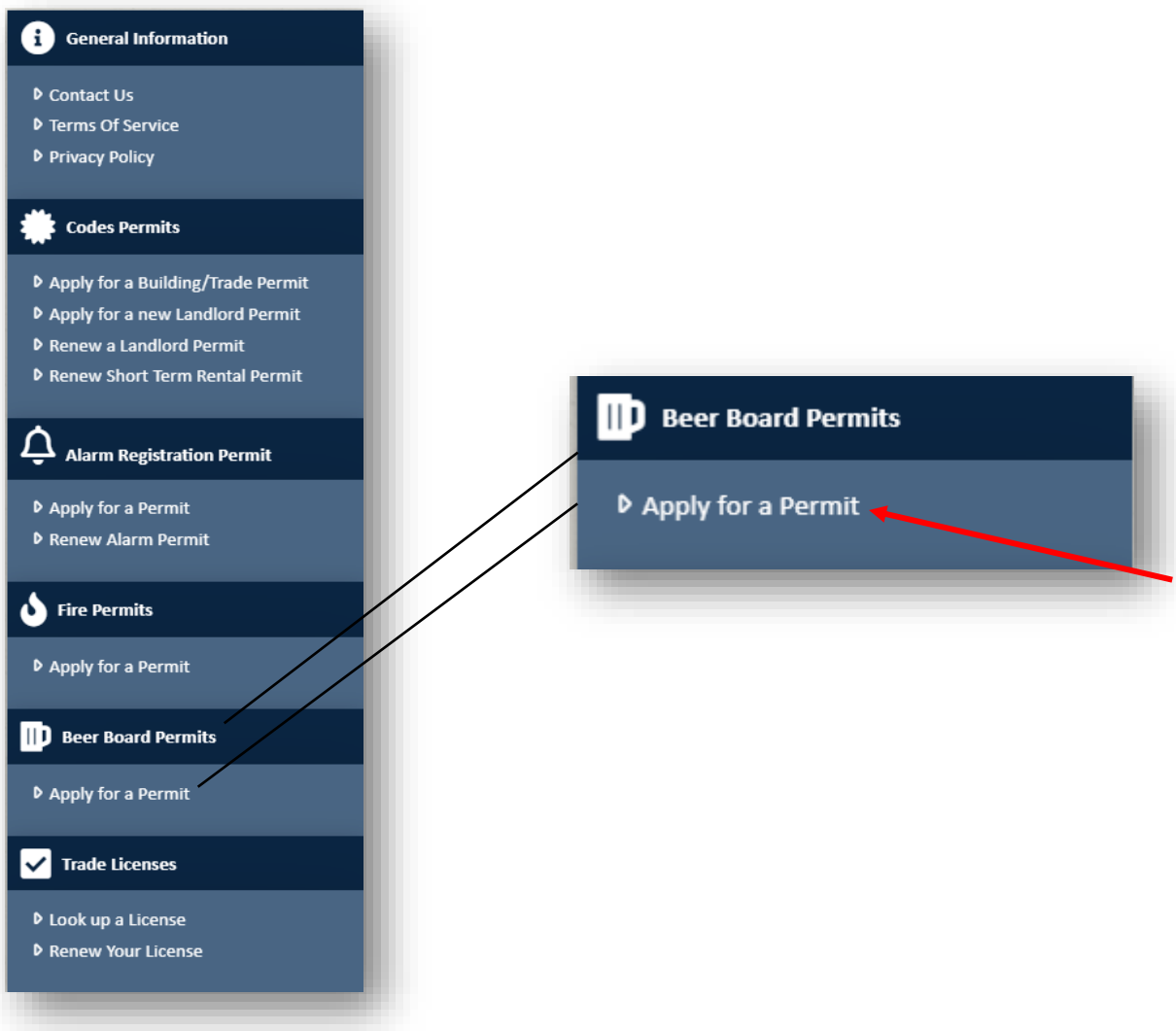
## ePermits

Customers may utilize the ePermits site https://epermits.nashville.gov to apply, pay for and renew many types of Metro Government permits. This document outlines the customer processes for Beer Permit Applications.

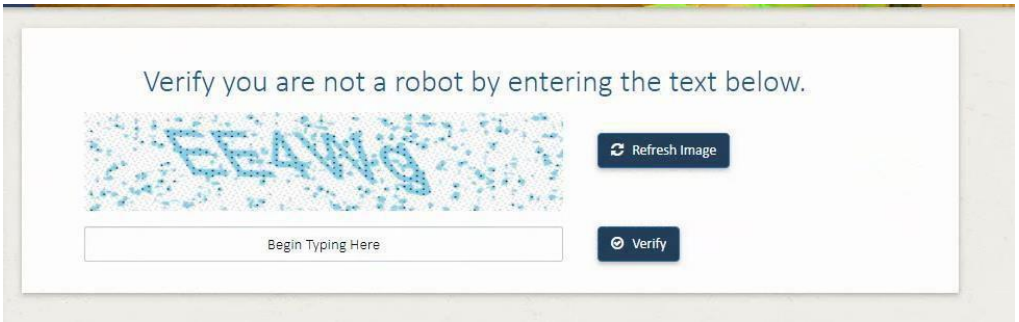
**NOTE:** ePermits **ONLY** accepts payment via credit/debit card. Payments online will automatically incur a 2.3% convenience fee. This fee is collected by a third-party processor. Metro does not receive any part of the fee. By making an online payment, you have acknowledged you understand the convenience fee will be charged as calculated above and you have agreed to pay the fee.

## Apply for A New Beer Permit

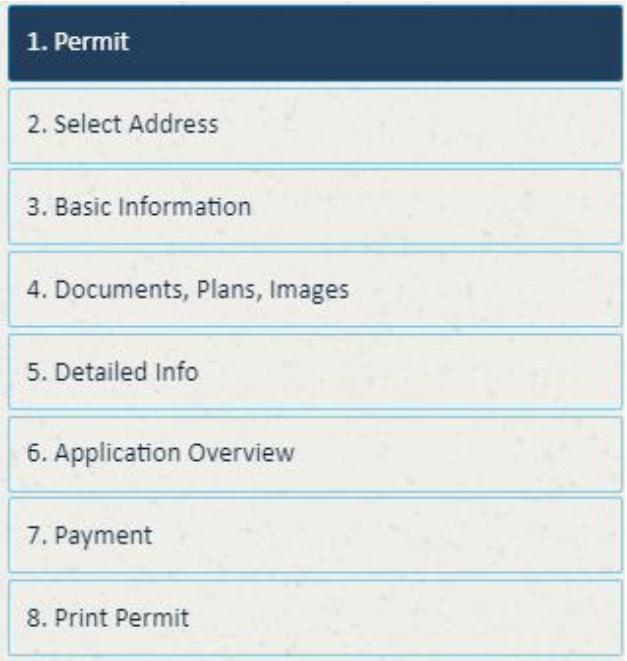
1. The ePermits site has an options menu on the left-hand side of the screen.



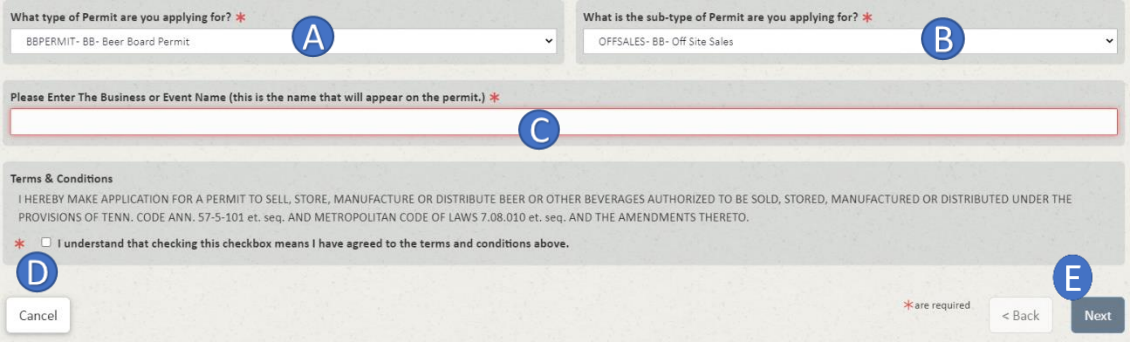
2. Selecting **Apply for a Permit** under the ***Beer Board Permits*** section will display the permit type section. Verify you are not a robot by completing the captcha challenge.




3. The beer permit application is broken down into the following sections.



# Step 1 - What type of Permit are you applying for?




**A.** The permit type ***BBPERMIT – BB – Beer Board Permit*** will be pre-selected

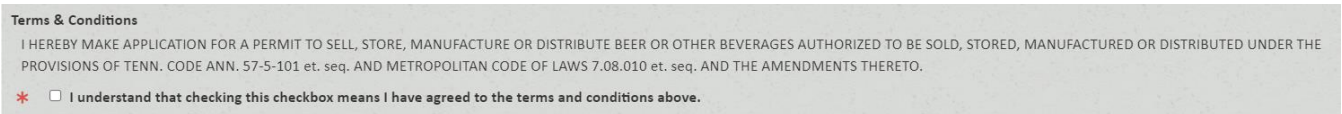
**B.** Select the sub-type of Permit desired. A description of each permit sub-type is below.

| Permit Sub-type | Definition | Example(s) |
|---|---|---|
| OFFSALES - BB - Off Site Sales | A permit issued by the metropolitan beer permit board to a retailer engaged in the sale of beer which is not to be consumed by the purchaser upon the premises of such permittee. | Grocery Store, Market, Gas station |
| ONSALES - BB - On Site Sales | A permit issued by the metropolitan beer permit board to a retailer engaged in the sale of beer which is to be consumed by the purchaser only upon the premises of such permittee. | Full service restaurant, limited service restaurant, bar, night club |
| ONOFFSALES - BB - On & Off Site Sales | A business can sell beer for both on-premises and off-premises consumption at the same location pursuant to one permit if the requirements for both permit types are met. | A bar, restaurant, or club that sells beer for both on-premise consumption and sells unopened beer to-go for off-premise consumption. This could include growlers/crowlers, which must be properly sealed. May also include a grocery store/market, which has dine-in seating and meets all other requirements for an on-premise beer permit. |
| WHOLESALES - BB - Wholesale, Distributor | A permit issued by the metropolitan beer permit board to distributors selling beer solely to retailers. | Any person who sells beer to retailers |
| SPECIAL - BB - Special Events | An on-sale beer permit issued by the metropolitan beer permit board to a retailer engaged in the sale of beer in conjunction with activities which will last for a specified period of time, including, but not limited to, fairs, bazaars, and similar public or private social events. | May include temporary activities held in a public park, in the street, or on private property in which beer will be served to guests over 21 years of age. |
| CATERER - BB - Caterer | A caterer's permit shall be issued to any person who has obtained a caterer license from the state alcoholic beverage commission for sale and consumption of wine and other alcoholic beverages, pursuant to Chapter 4 of Title 57 of the Tennessee Code Annotated (T.C.A. § 57-4-101 et seq.), and who is engaged in the sale of beer where the beer is to be consumed by the purchaser or his guests upon the premises of the catered event site. (Requires a valid retailer's "on-sale" beer permit for its permanent catering hall) | Any business offering food and beverage service for a fee at various locations, which (1) operates a permanent catering hall on an exclusive basis; (2) has a complete and adequate commercial kitchen facility; and (3) is licensed by the Tennessee Department of Health. |
| MNUFACTURE - BB - Manufacture | A permit issued by the metropolitan beer permit board to a beer manufacturer engaged in the manufacturing and storage of beer. | Any person who manufactures beer on its premises |

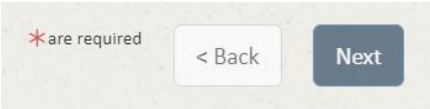
| | | |
|---|---|---|
| DLVRYCRBSD - BB - Delivery/Curbside Sales | A retailer's curbside/delivery permit shall be issued to any person engaged in the sale of beer for consumption and not resale where the beer sold is not to be consumed by the purchaser upon or near the premises of such seller and the purchaser has the option to take possession of the beer curbside or have the beer delivered to a location other than the retailer's premises. Retailers holding curbside/delivery permits shall maintain records of all off-premise sales and deliveries. All persons authorized to sell beer at retail shall pay the taxes required by Tennessee Code Annotated § 57-6-103(a), if applicable. | Any holder of a valid retailer's on-sale or on & off-sale beer permit that wishes to make off-premise sales and/or deliver beer to the purchaser. |
| MOBBYOB - BB - Mobile ON SALE - BYOB | A permit issued by the metropolitan beer permit board that grants a mobile establishment the right to allow a customer to store, open and consume BYO beer on the mobile establishment. | Any mobile vehicle licensed by the Metropolitan Transportation Licensing Commission (MTLC) that wishes to allow customers bring their own beer as defined in M.C.L. 7.08.010 on premises, which must be in commercially sealed containers. Mobile establishments may hold both, a mobile on-sale and a mobile byo beer permit |
| MOBONSALE - BB - Mobile ON SALE | A retailer's on-sale permit issued by the metropolitan beer permit board to a business permitted as a mobile establishment. | Any mobile vehicle licensed by the Metropolitan Transportation Licensing Commission (MTLC) that wishes to sell beer for on-premise consumption. Beer may be sold sealed and opened by the purchaser for on-premise consumption only. Beer may also be sold, served and consumed in the main office, patio, or on carriages or vehicles. Mobile establishments may hold both, a mobile on-sale and a mobile byo beer permit. |
| BBLQRMSR - BB - Liquor measurement | A service provided by Beer Board Inspectors to verify whether a potential location meets the distance requirements for a retail liquor measurement in Nashville & Davidson County, as outlined in M.C.L. 7.16.110 – Location restrictions. | The Metro Beer Board does not issue retail liquor licenses, nor do we regulate them. However, applicants for a retail liquor store must receive a Certificate of Compliance from the city or county in which the business is located. Before a location can receive a Certificate of Compliance, it must first meet the distance requirements outlined in M.C.L. 7.16.110, which currently in Nashville & Davidson County, the Metro Beer Board is responsible for conducting these measurements. |
| PREINSP - BB - Pre Inspection | A service provided by Beer Board Inspectors to verify whether a potential location meets the distance requirements for a beer permit, as outlined in M.C.L. 7.08.090 – Location restrictions. | Before requesting this service, the build-out should be complete and no further construction planned. What is existing at the time of inspection is what will be checked against the distance requirements. A pre-inspection may be requested for any type of beer permit that must meet the location restrictions outlined in M.C.L. 7.08.090. |

**C.** Enter the business or event name, such as Tootsie's Orchid Lounge or Musicians Corner. Note, this field will show on the permit. (The business name should be the DBA, or what you are doing business as; in the case of a Special Event, it should be the name of the event)

**D.** Accept the **Terms and Conditions** by reading the terms and clicking the box stating ***I understand that checking this checkbox means I have agreed to the terms and conditions above***.

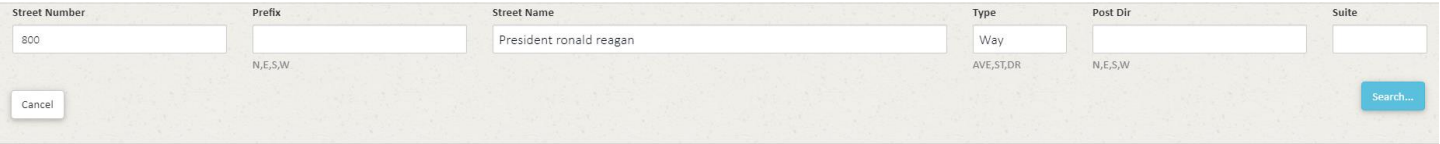



**E.** Click **Next** > to proceed to the next step. All required fields must be entered before clicking **Next >**.

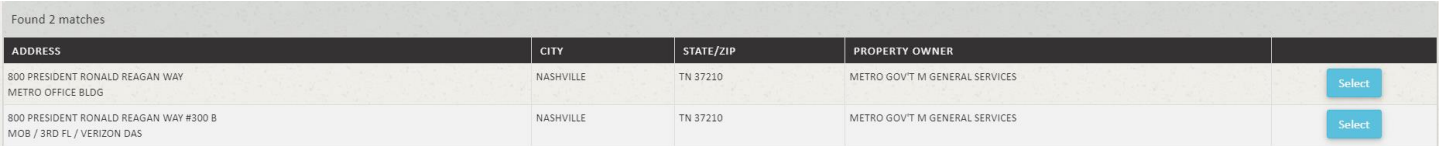


## Step 2 - Select Permit Address

1. The next step is to enter the address where the permit will be located. Enter as much information as necessary, then click Search.

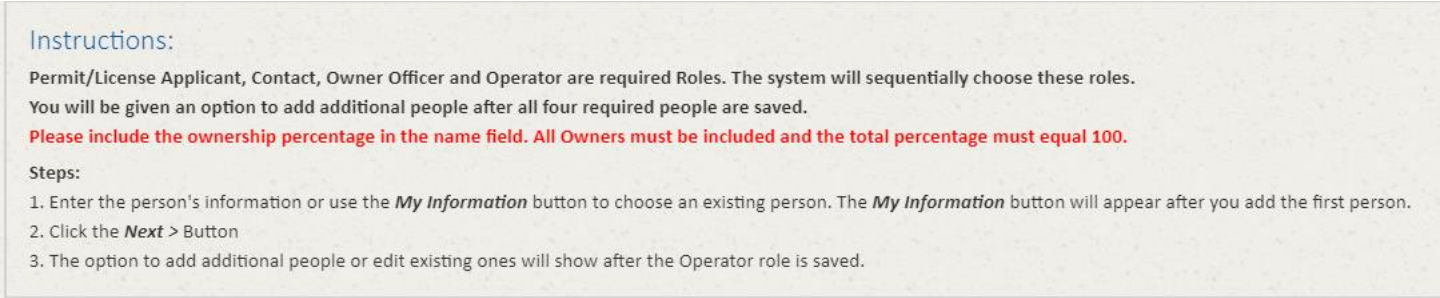



2. When the search returns results, the user will then choose the desired address by pressing the Select button in that row. (If the address is not found, then please contact us at beerboard@nashville.gov for further assistance)



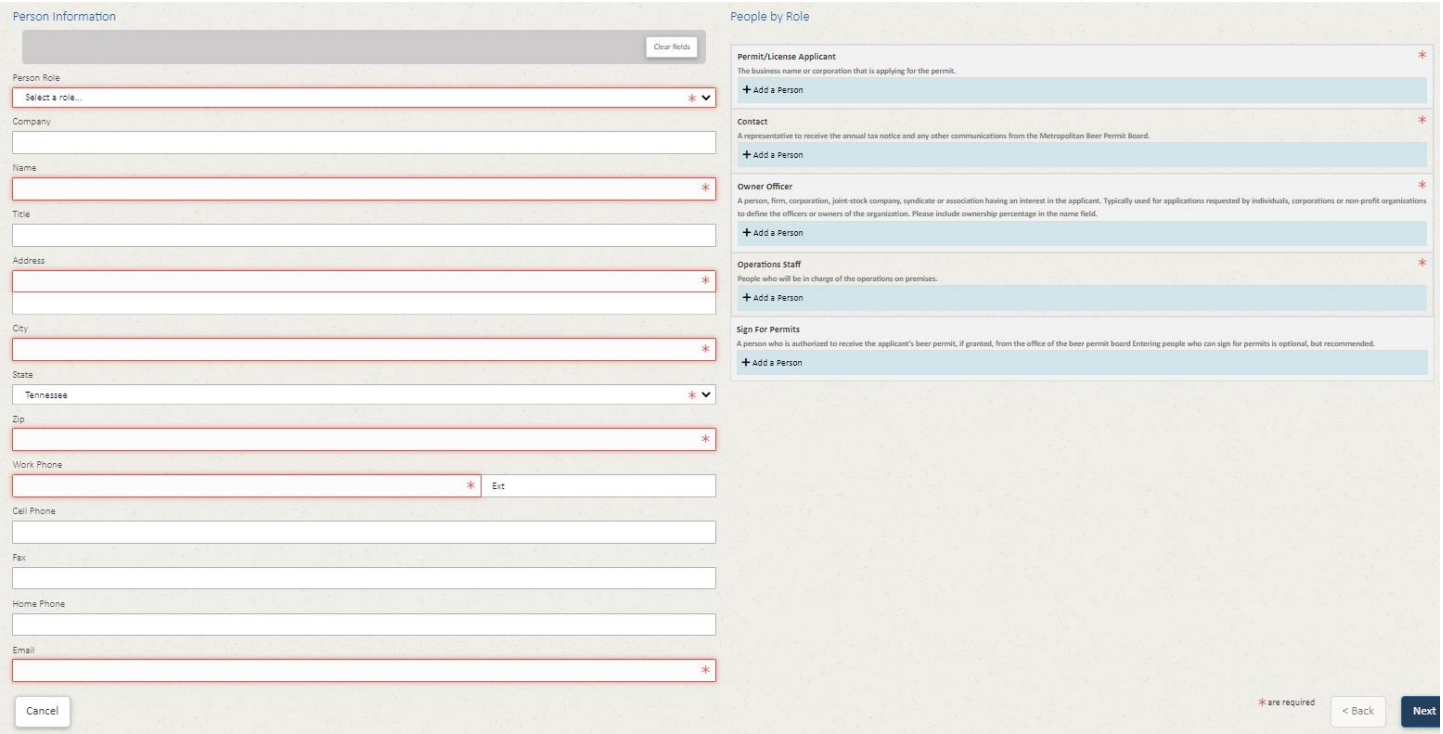

## Step 3 - Basic Information

The next step involves identifying people associated with the application.




1. The following people are required:

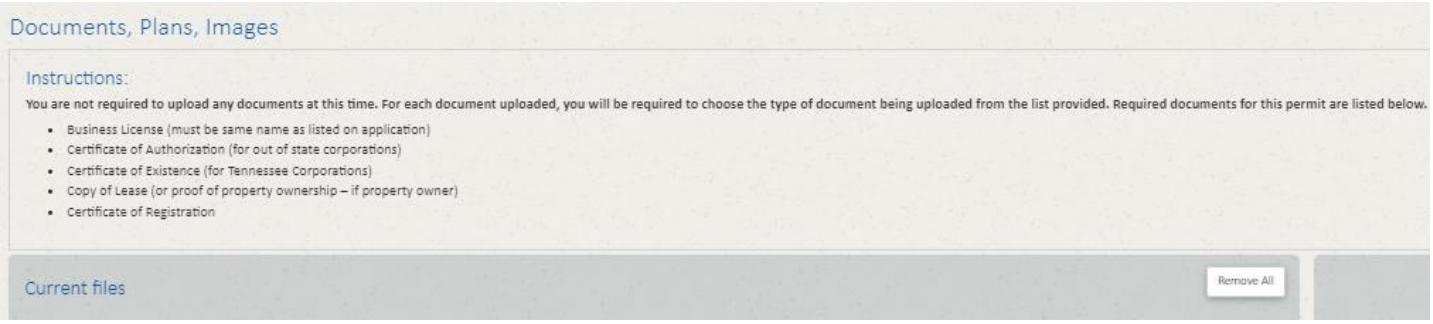
| | |
|---|---|
| **Permit/License Applicant** | The person, LLC, or corporation that is applying for the permit |
| **Contact** | A representative to receive the annual tax notice and any other communications from the Metropolitan Beer Permit Board. (Please include an email, if available) |
| **Owner/Officer** | A person, firm, corporation, joint-stock company, syndicate or association having an interest in the applicant. Typically used for applications requested by individuals, corporations or non-profit organizations to define the officers or owners of the organization. Please include ownership percentage in the name field. The percentage must add up to 100%. |
| **Operator** | The General Manager(s), or the people who will be in charge of the daily operations on premises |



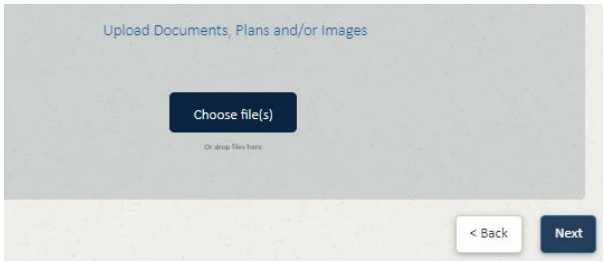

## Step 4 - Documents, Plans, Images

The next screen is where you will upload copies of any documentation regarding your application, such as a layout of the areas covered, business licenses, lease agreements, etc.

***You are not required to upload any documents at this time.**



**A.** Use the **Choose files(s)** button or the "Or drop files here" to add documents.

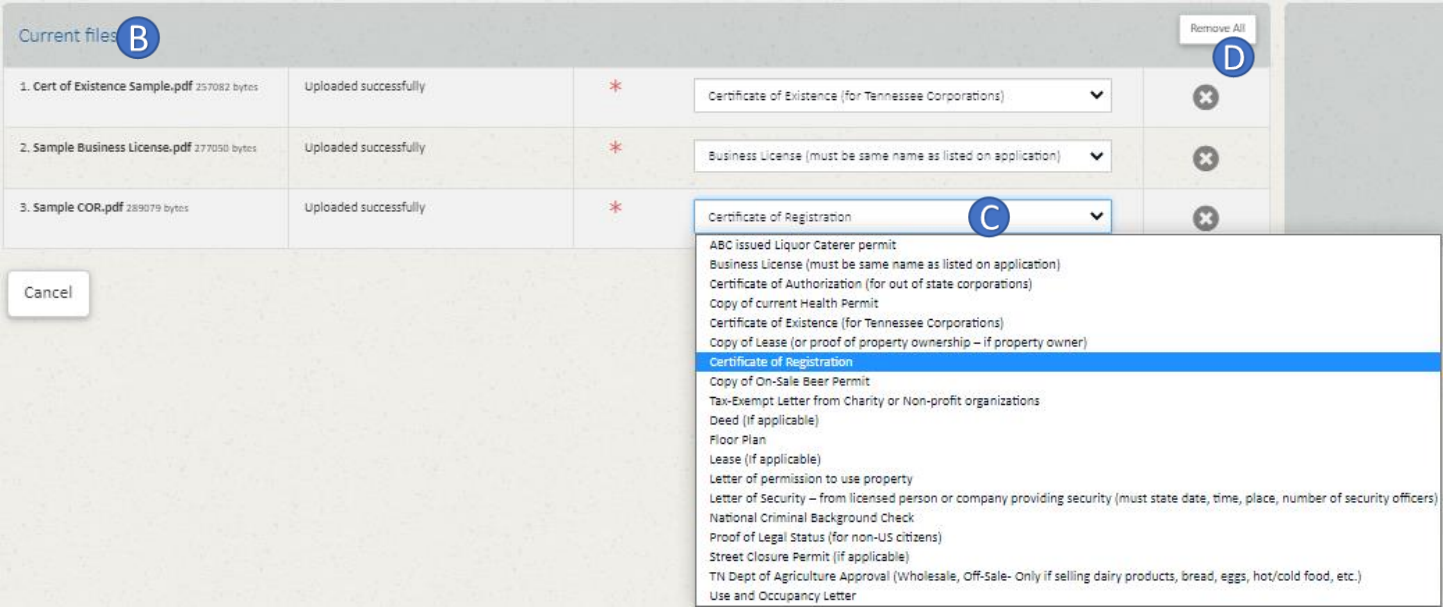



**B.** Added documents will appear under the **Current files** section on the left side.

**C.** Select the appropriate type of document you are uploading from the drop-down list.

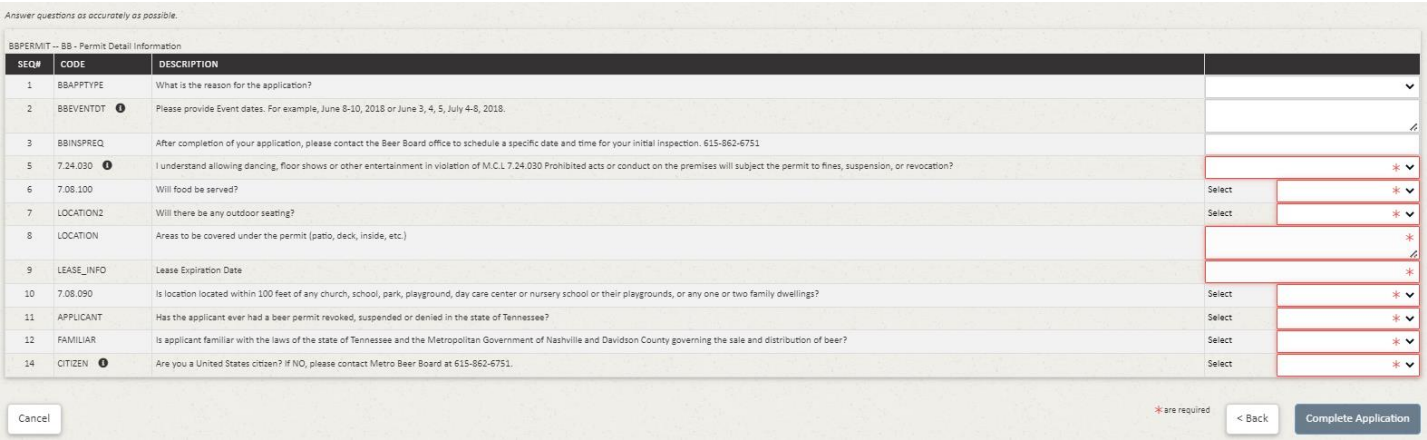
**D.** Added files may be removed by clicking the "**X**" to the right of the file or by clicking the **Remove All** button. The **Remove All** button will remove all attached files.

**E.** Once all desired files have been added, press the **Next** button to move to the next step.



# Step 5 - Detailed Info

1. The **Detailed Info** section provides a list of questions required as part of the application. Depending on the permit type chosen, the questions may be different. All required questions are outlined in red.
2. Once all questions have been answered, the Complete Application button will activate and allow you to continue to the next step.



*Answer questions as accurately as possible.*

BBPERMIT -- BB - Permit Detail Information

| SEQ# | CODE | DESCRIPTION | |
|---|---|---|---|
| 1 | BBAPPTYPE | What is the reason for the application? | |
| 2 | BBEVENTDT | Please provide Event dates. For example, June 8-10, 2018 or June 3, 4, 5, July 4-8, 2018. | |
| 3 | BBINSPREQ | After completion of your application, please contact the Beer Board office to schedule a specific date and time for your initial inspection. 615-862-6751 | |
| 5 | 7.24.030 | I understand allowing dancing, floor shows or other entertainment in violation of M.C.L 7.24.030 Prohibited acts or conduct on the premises will subject the permit to fines, suspension, or revocation? | * |
| 6 | 7.08.100 | Will food be served? | Select * |
| 7 | LOCATION2 | Will there be any outdoor seating? | Select * |
| 8 | LOCATION | Areas to be covered under the permit (patio, deck, inside, etc.) | * |
| 9 | LEASE_INFO | Lease Expiration Date | * |
| 10 | 7.08.090 | Is location located within 100 feet of any church, school, park, playground, day care center or nursery school or their playgrounds, or any one or two family dwellings? | Select * |
| 11 | APPLICANT | Has the applicant ever had a beer permit revoked, suspended or denied in the state of Tennessee? | Select * |
| 12 | FAMILIAR | Is applicant familiar with the laws of the state of Tennessee and the Metropolitan Government of Nashville and Davidson County governing the sale and distribution of beer? | Select * |
| 14 | CITIZEN | Are you a United States citizen? If NO, please contact Metro Beer Board at 615-862-6751. | Select * |

Cancel

* are required

< Back

Complete Application

| Reason for application | What this means |
|---|---|
| Change of Ownership | There is currently a beer permit at this location and there is a change of ownership taking place. |
| Name Change | A change in the DBA, or business name |
| Expansion | Any changes in the footprint of the permitted space |
| New Location | There **has not** been a valid beer permit at this location in the last 365 days before the application was submitted |
| Old Location | There has been a valid beer permit at this location in the last 365 days before the application was submitted |
| Special Event NEW | This event **was not** issued a special event permit in the previous year for the same location |
| Special Event OLD | This event was held in the previous year and issued a special event permit for the same location |
| Other | Please contact our office at 615-862-6751 |

# Step 6 - Application Overview

The Application Overview screen will be displayed. Review the information on the screen to ensure it is accurate. If there are changes, choose the **< Back** button to return to the screen where changes are needed. Once the information is correct, use the **Proceed to Payment >** button to go to the credit card entry screen.

**Parcel/Address**

| | | |
|---|---|---|
| Address | 800 President Ronald Reagan Way | |
| Establishment | METRO OFFICE BLDG | |
| Cross Street | METRO OFFICE BLDG | |
| | NASHVILLE TN 37210 | |
| | X: 1741662 | Y: 663634.7 |
| APN | 09311019900 | |

**Contacts**

| APPLICANT | | CONTACT | | BBOWNER | |
|---|---|---|---|---|---|
| Company | The Beer Store, LLC | Company | The Beer Store, LLC | Company | The Beer Store, LLC |
| Name | John Doe | Name | John Doe | Name | John Doe |
| Address | 800 President Ronald Reagan Way<br>Nashville,TN 37210 | Address | 800 President Ronald Reagan Way<br>Nashville,TN 37210 | Address | 800 President Ronald Reagan Way<br>Nashville,TN 37210 |
| Email | beerboard@nashville.gov | Email | beerboard@nashville.gov | Email | beerboard@nashville.gov |

| BBOPERATOR | | SIGN | |
|---|---|---|---|
| Company | The Beer Store, LLC | Company | The Beer Store, LLC |
| Name | John Doe | Name | John Doe |
| Address | 800 President Ronald Reagan Way<br>Nashville,TN 37210 | Address | 800 President Ronald Reagan Way<br>Nashville,TN 37210 |
| Email | beerboard@nashville.gov | Email | beerboard@nashville.gov |

**Detailed Information**

BBPERMIT - BB - PERMIT DETAIL INFORMATION

| CODE | DESCRIPTION | |
|---|---|---|
| BBAPPTYPE | What is the reason for the application? | Change of Ownership |
| 7.24.030 | I understand allowing dancing, floor shows or other entertainment in violation of M.C.L 7.24.030 Prohibited acts or conduct on the premises will subject the permit to fines, suspension, or revocation? | Yes |
| 7.08.100 | Will food be served? | No |
| LOCATION2 | Will there be any outdoor seating? | No |
| LOCATION | Areas to be covered under the permit (patio, deck, inside, etc.) | Inside only |
| LEASE_INFO | Lease Expiration Date | 05-01-2023 |
| 7.08.090 | Is location located within 100 feet of any church, school, park, playground, day care center or nursery school or their playgrounds, or any one or two family dwellings? | No |
| APPLICANT | Has the applicant ever had a beer permit revoked, suspended or denied in the state of Tennessee? | No |
| FAMILIAR | Is applicant familiar with the laws of the state of Tennessee and the Metropolitan Government of Nashville and Davidson County governing the sale and distribution of beer? | Yes |
| CITIZEN | Are you a United States citizen? If NO, please contact Metro Beer Board at 615-862-6751. | Yes |

**Fees**

| DESCRIPTION | VALUE | RATE | FEE |
|---|---|---|---|
| BB - Application Fee | 1 | $1.00 | $250.00 |
| | | Sub-Total | $250.00 |
| | | * Convenience Fee | $5.75 |
| | | Total Fees | $255.75 |

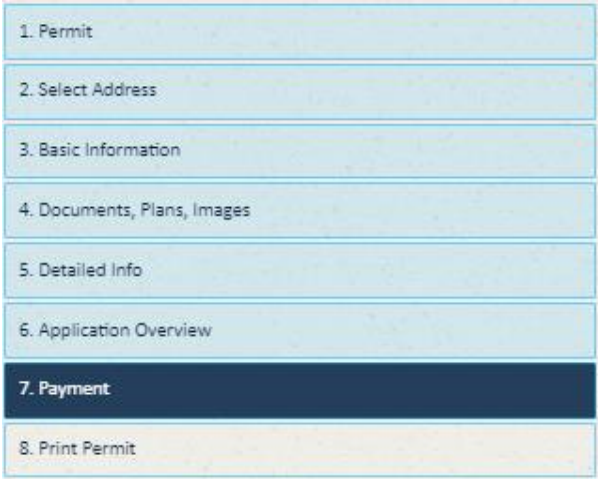
** A 2.3% convenience fee is charged on all credit card transactions. This fee is collected by a third-party processor and Metro does not receive any part of it. When making a payment by credit card, you are acknowledging that you understand that the convenience fee will be charged as displayed and agree to pay it.*

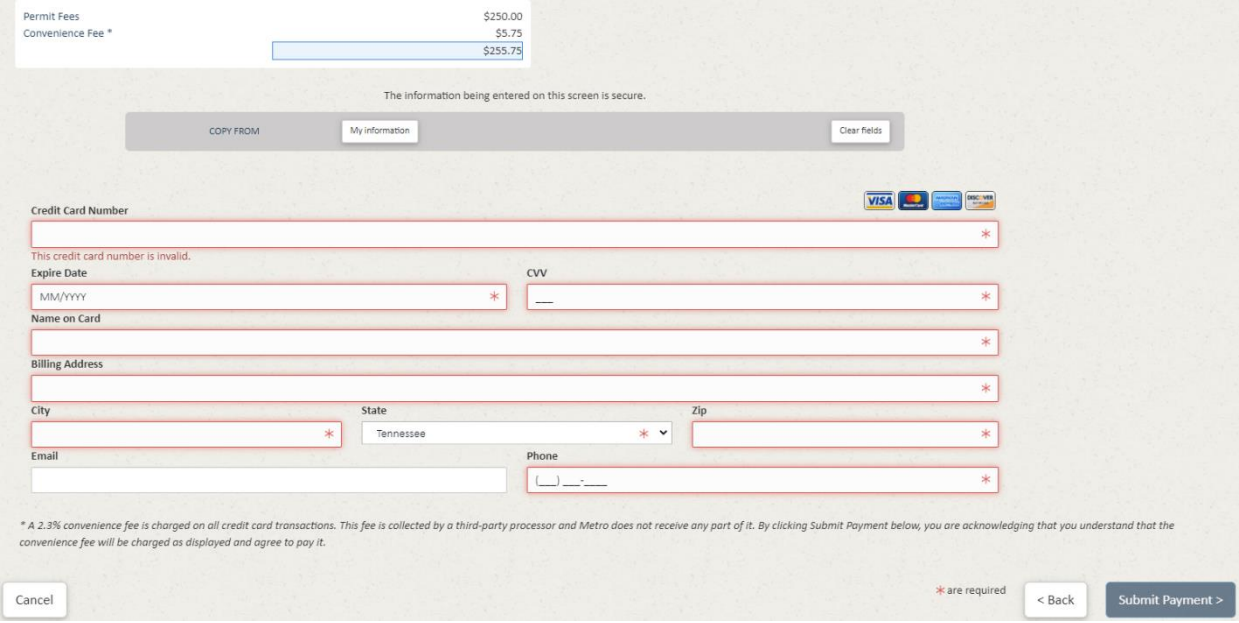
Cancel | < Back | Proceed to Payment >

## Step 7 - Payment

1. The applicant will then pay their fee, if applicable, plus the convenience fee of 2.3%, using a credit/debit card. All required fields must be entered.

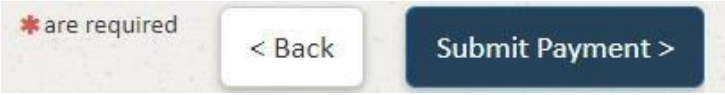
**NOTE:** ePermits **ONLY** accepts payment via credit/debit card. Payments online will automatically incur a 2.3% convenience fee. This fee is collected by a third-party processor. Metro does not receive any part of the fee. By making an online payment, you have acknowledged you understand the convenience fee will be charged as calculated above and you have agreed to pay the fee.




2. If the credit card being used for payment is issued to one of the people identified on the application, click the **My Information** button to select that person from the list. The Name address, email and phone fields entered for that person will be used to quickly fill in the contact information on the screen. Choose this option **BEFORE** entering the card information.

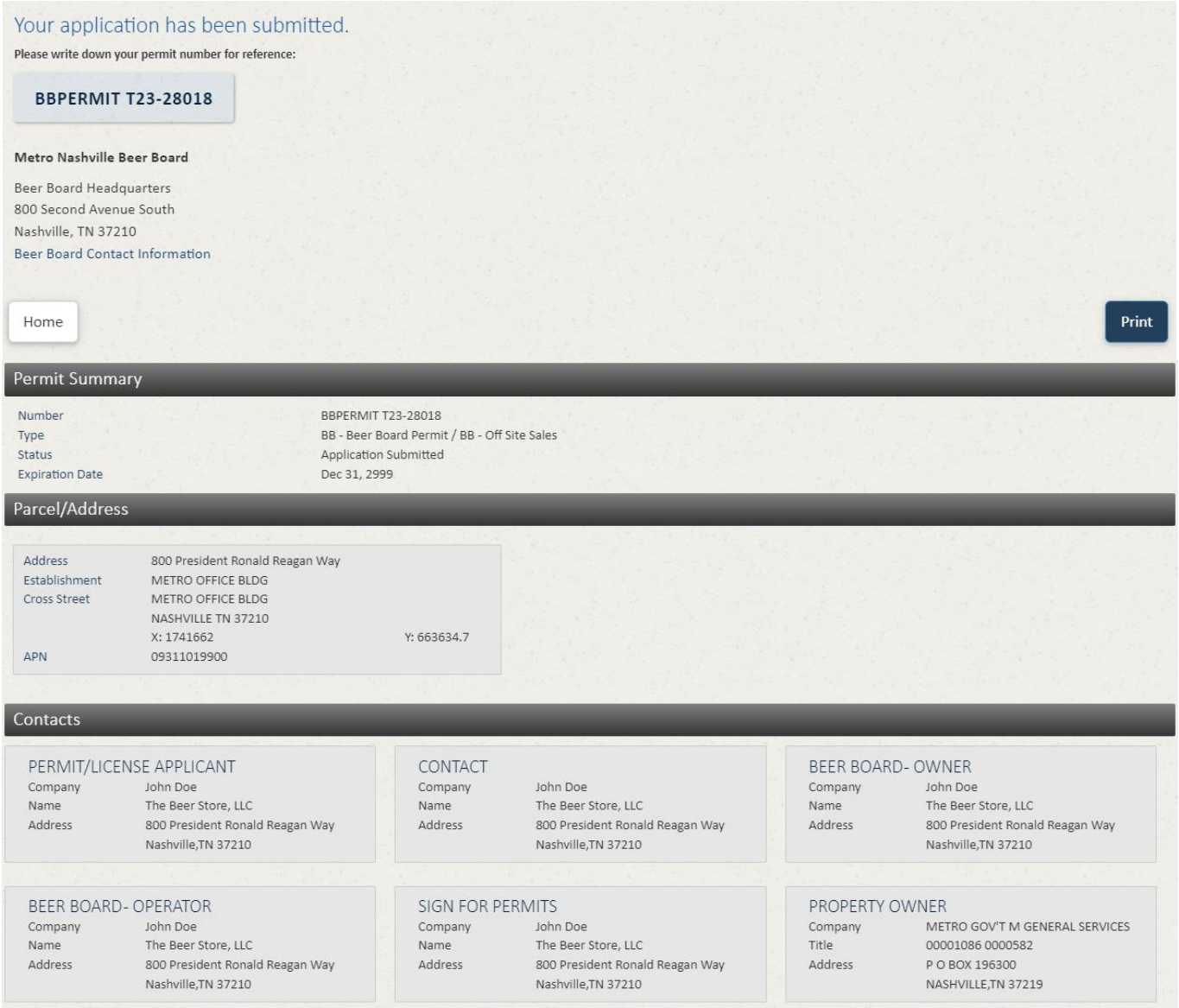
3. The user will enter their payment information and then press **Submit Payment**. The button will activate when all required information has been entered.



# Step 8 - Print Permit

When the payment has been successfully processed, a summary is displayed.

1. The Home button will then return the user to the ePermits home page.
2. Choose the Print button to display a window which will allow you to print a copy of the payment receipt.



Your application has been submitted.

Please write down your permit number for reference:

**BBPERMIT T23-28018**

**Metro Nashville Beer Board**

Beer Board Headquarters
800 Second Avenue South
Nashville, TN 37210
Beer Board Contact Information

Home

Print

Permit Summary

| | |
|---|---|
| Number | BBPERMIT T23-28018 |
| Type | BB - Beer Board Permit / BB - Off Site Sales |
| Status | Application Submitted |
| Expiration Date | Dec 31, 2999 |

Parcel/Address

| | | |
|---|---|---|
| Address | 800 President Ronald Reagan Way | |
| Establishment | METRO OFFICE BLDG | |
| Cross Street | METRO OFFICE BLDG | |
| | NASHVILLE TN 37210 | |
| | X: 1741662 | Y: 663634.7 |
| APN | 09311019900 | |

Contacts

PERMIT/LICENSE APPLICANT

| | |
|---|---|
| Company | John Doe |
| Name | The Beer Store, LLC |
| Address | 800 President Ronald Reagan Way<br>Nashville,TN 37210 |

CONTACT

| | |
|---|---|
| Company | John Doe |
| Name | The Beer Store, LLC |
| Address | 800 President Ronald Reagan Way<br>Nashville,TN 37210 |

BEER BOARD- OWNER

| | |
|---|---|
| Company | John Doe |
| Name | The Beer Store, LLC |
| Address | 800 President Ronald Reagan Way<br>Nashville,TN 37210 |

BEER BOARD- OPERATOR

| | |
|---|---|
| Company | John Doe |
| Name | The Beer Store, LLC |
| Address | 800 President Ronald Reagan Way<br>Nashville,TN 37210 |

SIGN FOR PERMITS

| | |
|---|---|
| Company | John Doe |
| Name | The Beer Store, LLC |
| Address | 800 President Ronald Reagan Way<br>Nashville,TN 37210 |

PROPERTY OWNER

| | |
|---|---|
| Company | METRO GOV'T M GENERAL SERVICES |
| Title | 00001086 0000582 |
| Address | P O BOX 196300<br>NASHVILLE,TN 37219 |

## Reviews / Inspections

| TYPE | DESCRIPTION | STATUS | COMPLETED BY | COMPLETED |
|---|---|---|---|---|
| **INSPECTION** | BB - TN Dept of Agriculture Approval (615) 837-5103 | Scheduled For May 3, 2023 | | |
| **REVIEW** | BB - Application Information | | | |
| **REVIEW** | BB - Background Check | | | |
| **REVIEW** | BB - Business License Verification | | | |
| **REVIEW** | BB - Beer Buy Compliance Check | | | |
| **REVIEW** | BB - Council Notification Letter | | | |
| **REVIEW** | BB - Certificate of Existence Authorization | | | |
| **REVIEW** | BB - Floor Plan | | | |
| **INSPECTION** | BB - Initial Inspection | Not Scheduled | | |
| **REVIEW** | BB - Initial Privlege tax | | | |
| **HEARING** | BB - Board Meeting | | | |
| **REVIEW** | BB - Violation Check | | | |
| **REVIEW** | BB - Current Permit Verification | | | |
| **REVIEW** | BB - Property Ownership Verification | | | |
| **REVIEW** | BB - Residency Verification | | | |
| **REVIEW** | BB - Organization Chart Received | | | |
| **REVIEW** | BB - Registration/Tax Exempt Letter | | | |
| **REVIEW** | BB - U&O Verification | | | |
| **REVIEW** | BB - Zoning Review | | | |

## Quantity Group

BBPERMIT

| CODE | DESCRIPTION | QUANTITY | RATE | VALUE |
|---|---|---|---|---|
| BBAPPTYPE | What is the reason for the application? | | | Change of Ownership |
| 7.24.030 ⓘ | I understand allowing dancing, floor shows or other entertainment in violation of M.C.L 7.24.030 Prohibited acts or conduct on the premises will subject the permit to fines, suspension, or revocation? | | | Yes |
| 7.08.100 | Will food be served? | | | No |
| LOCATION2 | Will there be any outdoor seating? | | | No |
| LOCATION | Areas to be covered under the permit (patio, deck, inside, etc.) | | | Inside only |
| LEASE_INFO | Lease Expiration Date | | | May 1, 2023 |
| 7.08.090 | Is location located within 100 feet of any church, school, park, playground, day care center or nursery school or their playgrounds, or any one or two family dwellings? | | | No |
| APPLICANT | Has the applicant ever had a beer permit revoked, suspended or denied in the state of Tennessee? | | | No |
| FAMILIAR | Is applicant familiar with the laws of the state of Tennessee and the Metropolitan Government of Nashville and Davidson County governing the sale and distribution of beer? | | | Yes |
| CITIZEN ⓘ | Are you a United States citizen? If NO, please contact Metro Beer Board at 615-862-6751. | | | Yes |

## Fees

| CODE | DESCRIPTION | AMOUNT |
|---|---|---|
| **BBAPP** | BB - Application Fee | $250.00 |
| **BBCONVFEE** | BB - Convenience Fee | $5.75 |
| | Total Fees | $255.75 |

## Payments

| TYPE | DESCRIPTION | DATE | AMOUNT |
|---|---|---|---|
| **CREDIT** | Authorized | Apr 26, 2023 | $250.00 |
| **CREDIT** | Authorized | Apr 26, 2023 | $5.75 |
| | | Total Payments | $255.75 |

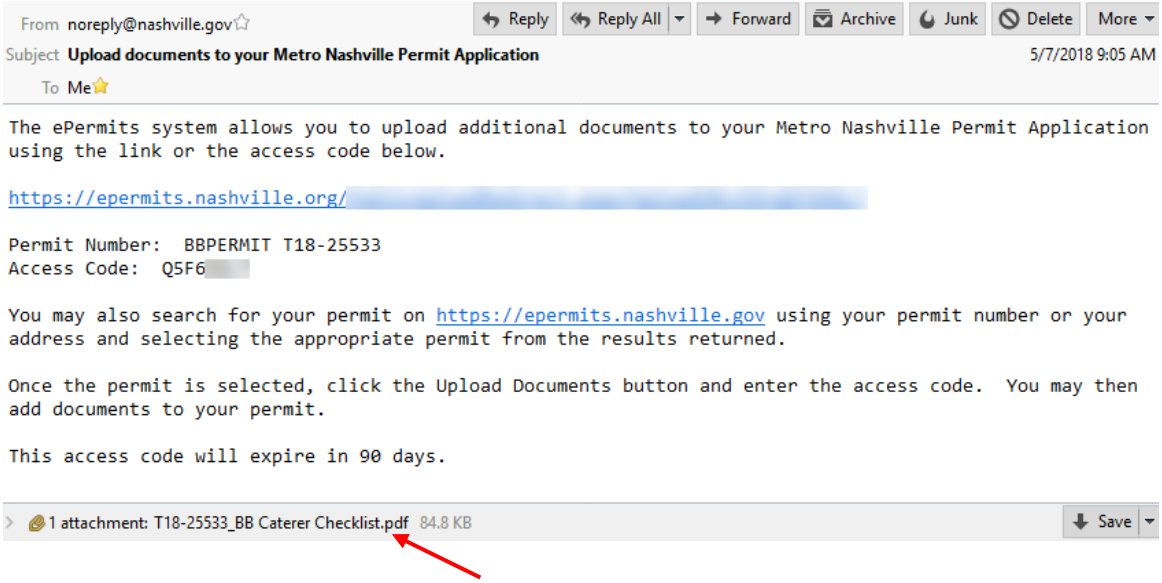
## Documents

No data available

**NOTE:** The Beer Board will review your application and any documents that may have been uploaded. It is up to the applicant to ensure that the application is completed in a timely manner. The best way to communicate with the Beer Board regarding your application is to send an email to beerboard@nashville.gov.

## Document Upload

When your application is submitted, it will be reviewed by a Beer Board representative. If your application is accepted, an email containing a checklist attachment and your document upload code will be sent. Note that portions of the example email are redacted to prevent incorrect access.



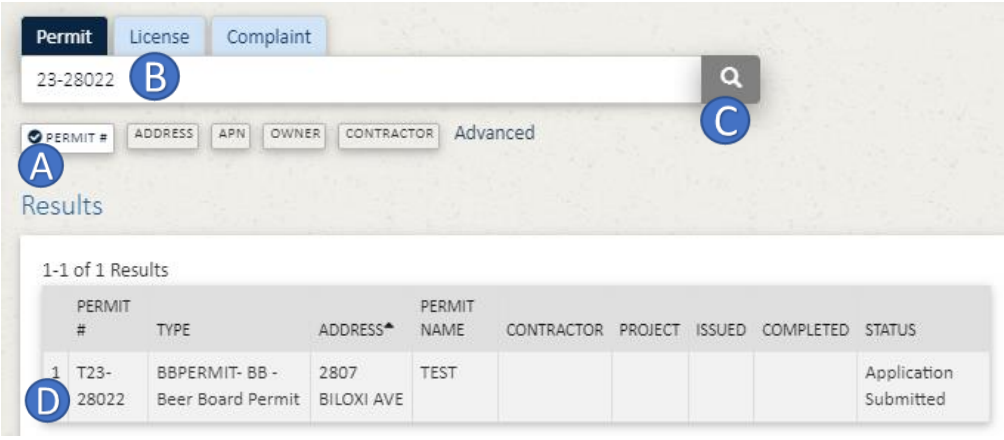

The Checklist is attached to email as a pdf document.

### To upload additional documents using the direct link

1. Click on the first link in the email. This will take you directly to your permit document upload screen.
2. Go back and follow the directions in Step 4 - **Documents, Plans, Images**
3. Once all desired files have been added, it is recommended you close the browser window.

### To upload additional documents via permit lookup

1. Go to the website https://epermits.nashville.gov
2. Find the desired permit by searching for the Beer Permit Number
   - **A.** Make sure the **PERMIT #** box is selected below the search bar
   - **B.** Enter the Beer Permit Number into the Search field
     (last 2 digits of year submitted, followed by a dash (-), followed by 5 digits; example: **23-28022**)
   - **C.** Click the magnifying glass to search.
   - **D.** Select the permit from the list of permits displayed by clicking on the permit row.



**E.** When you click on the desired permit, it will open the summary screen.

**F.** Click the **Upload Documents** button in the upper-right-hand corner

**G.** Enter the Access Code in the window provided.

**H.** Press the **Continue to upload** button.

**I.** The user will be taken to the upload screen, unless an invalid Access Code is entered. If an invalid Access Code is entered, an error message will display.

**3.** When the file upload screen is displayed:

**A.** Go back and follow the directions in Step 4 - **Documents, Plans, Images**

**B.** Once all desired files have been added, it is recommended you close the browser window.