



Steps to Obtain ABC License in Scott County

Getting your business ABC licensed in Scott County involves 5 main steps:

1. **Advertisement:**
The applicant must publish a notice of intent to apply for an ABC license in the newspaper as meeting KRS 243.360 and Chapter 424. The applicant must attach the application, newspaper clipping and proof of the publication to the application.
2. **State Application (Complete & Submit):**
Complete the State Licensing Application
<https://abc.ky.gov>
3. **Training & Inspections:**
 - Schedule and complete your Responsible Beverage Server Training (RBST) for yourself and your employees txn.esslearning.com/catalogs/kabc/1.1.0/
 - Fire Code Inspections & Health Department Inspection (if applicable)
4. **Local Application (Complete & Submit):**
Submit your completed local application (including completed supporting documentation requested) to the Scott County ABC Administrator for local approval along with check or money order for county license fee.
5. **Receive your License:**
After receiving approval from Kentucky ABC and the Scott County ABC Administrator, please visit the Scott County ABC Administrator's office at 101 East Main St, Georgetown, KY to receive your Scott County ABC license.



Frequently Asked Questions

- **If I purchase an existing business with an active license, can I use the existing license or do I have to obtain my own?**

You will need to obtain your own license: licenses cannot be transferred from one owner to the other. It may be possible to get a “transitional license” from KY ABC until you get fully licensed. Contact KY ABC for details.

- **Do I need a license for a special civic event that has alcohol sales?**

Yes. The County and the State will issue a Special Temporary License for your event.

- **When does my Scott County ABC License expire/need to be renewed?**

Scott County’s licenses are issued beginning in May of every year and run until the end of the following April (when they need to be renewed) or they will expire.

- **My Business is within the City of Georgetown, do I need a Scott County ABC license as well?**

No, you do not.

- **Where can I find Responsible Beverage Server Training courses to take?**

KY ABC offers S.T.A.R. training courses in various locations around the state with private classes available for groups of 15 or more persons. Contact KY ABC for more information or visit their webpage (txn.esslearning.com/catalogs/kabc/1.1.0/). Many food services and other companies also offer RBST courses that may meet the requirements of the County’s RBST ordinance.

- **Can you provide an example of a newspaper advertisement for an alcohol license?**

FOR EXAMPLE USE ONLY

ABC Company, Inc. d/b/a Your Liquor Place hereby declares its intention(s) to apply for a Quota Retail Package license and NQ Retail Malt Beverage Package license no later than April 30, 2020. The licensed premises will be located at 123 Only Street, Georgetown, KY 40324. The president is Sally Smith, 456 Lone Alley, Anywhere, Kentucky, 40001. Any person, association, corporation, or body politic may protest the granting of the license(s) by writing the Department of Alcoholic Beverage Control, 500 Mero Street 2NE33, Frankfort, Kentucky, 40601, within thirty (30) days of the date of legal publication.



Tips

- Do not traffic in alcoholic beverages unless you hold a license.
- Post your alcohol license(s) in a conspicuous place at your place of business.
- Do not allow the licensed premises to become disorderly.
- Do not sell alcoholic beverages to persons under 21 years of age.
- Do not sell or give alcoholic beverages to anyone who is intoxicated or permit anyone to become intoxicated.
- Do not deliver alcoholic beverages if you are a retail licensee.
- Retailers must purchase all alcoholic beverages from a wholesaler or distributor licensed to sell in Kentucky



Scott County Alcoholic Beverage Application

ALCOHOLIC BEVERAGE CONTROL BASIC APPLICATION FORM

Scott County Government, Kentucky

PO Box 973, 101 East Main Street

Georgetown, Kentucky 40324

Phone: (502) 863-7887 Fax: (502) 863-7852

Website: www.scottky.gov

Michele Ray, Scott County ABC Administrator: michele.ray@scottky.gov

SECTION ONE

Date _____

Name of Applicant _____

DBA _____

Premises Address _____

Mailing Address _____

Premises Phone No. _____ Contact Phone No. _____

Fax No. _____ Email Address _____

SECTION TWO

Types of Licenses:

Check the boxes for the type(s) of license(s) you are applying. To determine the ABC License fee(s), find the license types(s) in the left column.

**Please attach a certified check, cashier check or money order made payable to:
"SCOTT COUNTY TREASURER"**

Fee Enclosed: \$ _____

LICENSE TYPES

Malt Beverage License Fees

| | <u>FULL YR FEE</u> | <u>HALF YR FEE</u> |
|--|--------------------|--------------------|
| <input type="checkbox"/> Non Quota Retail Malt Beverage Package | \$ 400.00 | \$ 200.00 |
| <input type="checkbox"/> Non Quota Type 4 Retail Malt Beverage Drink License | \$ 400.00 | \$ 200.00 |

Distilled Spirits & Wine License Fees

| | <u>FULL YR FEE</u> | <u>HALF YR FEE</u> |
|---|-------------------------|--------------------|
| <input type="checkbox"/> Quota Retail Package License | \$ 1,000.00 | \$ 500.00 |
| <input type="checkbox"/> Quota Retail Drink License | \$ 1,000.00 | \$ 500.00 |
| <input type="checkbox"/> Non Quota Type 2 Retail Drink License (Restaurants) | \$ 1,000.00 | \$ 500.00 |
| <input type="checkbox"/> Non Quota Type 3 Retail Drink License (Special Private Club) | \$ 300.00 | \$ 150.00 |
| <input type="checkbox"/> Special Temporary License (Per Event) | \$ 166.00 | \$ 83.00 |
| <input type="checkbox"/> Special Sunday Retail Drink | \$ 300.00 | \$ 150.00 |
| <input type="checkbox"/> Limited Golf Course (liquor/wine/beer) | \$ 1,400.00 | \$ 700.00 |
| <input type="checkbox"/> Limited Restaurant (liquor/wine/beer) | \$ 1,400.00 | \$ 700.00 |
| <input type="checkbox"/> Qualified Historic Site License | \$ 1,030.00 | \$ 515.00 |
| <input type="checkbox"/> Supplemental Bar License | Same as Primary License | |

**Per KRS 243.060 (4) The holder of a Non Quota Retail Malt Beverage Package License may obtain a Non Quota Type 4 Malt Beverage Drink License for an additional fee of fifty dollars (\$50.00). The holder of a Non Quota Type 4 Malt Beverage Drink License may obtain a Non Quota Retail Malt Beverage Package License for an additional fee of fifty dollars (\$50.00).

Please provide the following additional documents:

- A photocopy of the advertisement publication. Ensure that the publication name and date are visible.
- Kentucky ABC application that has been filed with the State of Kentucky.

SECTION THREE:

Affidavit

_____ do hereby solemnly swear or affirm that I am aware that my State application is incorporated and made a part of this application, and that the answers contained are true and correct to the best of my knowledge, information and belief I confirm that I have received a copy of the Alcoholic Beverage Control Ordinance No. 19-11 of the Scott County Fiscal Court and I hereby consent to the authority of the Alcoholic Beverage Control Administrator and his/hers investigators for: (a) inspections and searches of the licensed premises listed above; (b) confiscation of articles found on said licensed premises in violation of any Ordinance or Statute; and (c) emergency temporary closure of the licensed premises if the public health, safety, morals and welfare is threatened by multiple violations of any Ordinance or Statute involving disturbance of the peace or public disorder during the course of one day's operation of the licensed premises.

Date of Application: _____ Signature of Applicant: _____

Applicant's Title: _____

COMMONWEALTH OF KENTUCKY
STATE AT LARGE
COUNTY OF _____

This is to certify that the foregoing document was subscribed and sworn to before me this _____ day of _____, 20 _____

NOTARY PUBLIC

My Commission Expires: _____

Approved: _____
Michele Ray, Alcoholic Beverage Control Administrator Date

VERIFICATION OF FIRE CODE COMPLIANCE
Related to
Scott County, Kentucky
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

Name of Applicant: _____

D/B/A: _____

Business Address: _____

Mailing Address: _____

Phone No.: (____) _____ Cell Phone No.: (____) _____

Email address: _____

List all types of licenses you are applying for: _____

The remainder of this form must be completed by the Scott County Fire Department, 2200 Cincinnati Road, Georgetown, Kentucky 40324, Phone: 502-863-7854, before submitting your application for an Alcoholic Beverage License.

Address of premises to be licensed: _____

This is to certify that the premises listed above (does) (does not) meet the current, city adopted Fire and Life Safety Codes in order to comply with the Alcoholic Beverage Control Ordinance of the Scott County Fiscal Court, Kentucky with the following conditions, if any:

Seating Requirement if applicable: _____

Signed this _____ day of _____, 20 _____

John Ward, Fire Chief
Justin Baker, Asst Fire Chief
Scott County Fire Department



Quarterly Return of Alcohol Beverage Regulatory Fee

| | | | |
|-------------------|----------------------|---------|----------------------|
| Name of Licensee: | <input type="text"/> | Phone: | <input type="text"/> |
| Mailing Address: | <input type="text"/> | Fax: | <input type="text"/> |
| City, ST ZIP: | <input type="text"/> | E-mail: | <input type="text"/> |
| Property Address: | <input type="text"/> | | |

- A. All licensees must file an alcohol beverage regulatory fee tax return each quarter *even if no tax is due* .
- B. Each sale of all alcoholic beverages are subject to a 5% regulatory license fee. (The fee is calculated on gross sales.)
- C. Alcohol beverage regulatory fee tax return and payment, if applicable, are due by the end of the month immediately following each calendar quarter: July 1 to September 30, due October 31; October 1 to December 31, due January 31; January 1 to March 31, due April 30; April 1 to June 30, due July 31.
- D. Any return and payment received after the due date will be assessed a penalty of 5% of the amount due, plus 8% interest per annum for each 90 days of non-payment, or fraction thereof. The total late filing penalty shall not exceed 25% of the tax; provided however, that in no case shall the penalty be less than \$10.
- E. Failure to submit quarterly return within ten days of the due date constitutes a violation and subjects the licensee to suspension or revocation.

COMPUTATION OF FEE

| | | | |
|---|----------------------|---------------|----------------------|
| 1. Gross Sales of all Alcoholic Beverages | <input type="text"/> | License #: | <input type="text"/> |
| 2. Fee (5% of Line 1) | <input type="text"/> | Quarter Ended | <input type="text"/> |
| 3. Penalty (if due) (5% of Line 4) | <input type="text"/> | | |
| 4. Interest (if due) (8% per annum) | <input type="text"/> | | |
| 5. TOTAL | <input type="text"/> | Check #: | <input type="text"/> |
| | | Date: | <input type="text"/> |

I hereby certify that the statement made herein and in any supporting schedules are true, correct and complete to the best of my knowledge.

Signature of individual preparing return:

Official Title: Phone:

Make check payable and mail to: Scott County Treasurer Phone: 502-863-7887
 P.O. Box 973
 Georgetown, KY 40324
Include copy of return