

CITY OF MEMPHIS CERTIFICATE OF COMPLIANCE

With local requirements for a State of Tennessee-issued

RETAIL FOOD STORE WINE LICENSE

(Administrative Fee \$100, Non-Refundable)

Instructions/Procedures

In order for a retail grocery that derives at least 20% of its tax revenue from food sold for human consumption that is at least 1,200 feet in square feet is eligible to obtain a "Retail Food Store Wine License" issued by the Tennessee Alcoholic Beverage Commission (TABC). Prior to such a license being issued, the applicant must obtain a "City of Memphis Certificate of Compliance" which is required by Tennessee Code Annotated § 57-3-806 (a) and (b). There are only two factors that the Mayor can consider in terms of issuing such a certificate. The first is the named applicant has provided to the City of Memphis proof of a background check on the "**applicant or applicants**" who are to be in actual charge of the business, and, if a corporation, the executive officers or those in control, showing that all such persons have not been convicted of a felony within a ten-year period preceding the date of this application. It is of utmost important that you note that if the applicant is a corporation, background checks must be provided for "**the executive officers or those**" in control and the Certificate must not be issued if any one of the applicants has had a felony in the 10 years preceding the application. The second is the applicant must provide evidence that the location is in an eligible zone which generally will require either a zoning letter issued by code enforcement.

Procedure:

1. The applicant completes the application.
2. The applicant provides the necessary background checks.
3. The applicant submits that the location meets the current zoning ordinance.
4. If so, the applicant pays the \$100 administrative fee and the Permits Office transmits the form to the Mayor.
5. The executed document is sent to the TABC.