

**CITY OF WILLIAMSBURG
ALCOHOLIC BEVERAGE CONTROL
LICENSE APPLICATION**

I. INSTRUCTIONS

- A. Please fill out both the state and local application. The state application may be obtained by applicant at the Kentucky Alcoholic Beverage Control Website (abc.ky.gov).**
- 1. Fill out one application for each license.**
 - 2. All documents required for a State License should accompany this license including but not limited to:**
 - **Proof of Residency and Citizenship,**
 - **Current Background Check for ALL Partners,**
 - **Newspaper Affidavit,**
 - **Organizational Papers if an LLC, Partnership, or Corporation,**
 - **Current Deed or Lease of Property to be Licensed,**
 - **Kentucky Sales Tax and Federal Tax Numbers,**
 - **Business Statement.**
- B. The owner or partner who will be accountable for the sale of alcohol must present the application to the Local ABC Administrator in person and a notary will be supplied.**
- 1. Do not sign the affidavit of applicant until presented to the local ABC office.**
- C. Any business applying for a license that sells gasoline, oil or does maintenance on motor vehicles must validate that they maintain a \$5,000.00 (Five Thousand) inventory of groceries on site.**

- D. Applications will be accepted by appointment. Please email, roddy.harrison@williamsburgky.com or call to schedule, 606-549-6033.
- E. Upon Approval of license application, a \$50.00 (Fifty Dollar), non-refundable payment for a City License will be required.

II. CONTACTS FOR VERIFICATION

- A. Local ABC Administrator, Mayor Roddy Harrison, 606-549-6033
- B. City Clerk, Teresa Black, 606-549-6035
- C. Williamsburg Fire Chief, Larry Todd, 606-549-6037
- D. City Zoning/Building Inspector, Herschel Roberts, 606-215-0356
- E. Whitley County Health Dept., Paul Lawson, 606-549-3380