

How To Apply for an Alcohol License

1. Please visit the GTC (Georgia Tax Center) website: <http://gtc.dor.ga.gov> to register a New Alcohol License or register an existing business for a New Alcohol License:
 - a. **Register a New Business for a Retail Alcohol License:**
 - Navigate to the GTC website at <https://gtc.dor.ga.gov> and click the [Register a New Georgia Business](#) hyperlink.
 - b. **Register an Existing Business for a Retail Alcohol License:**
 - Retail licenses, excluding special event licenses, require a Sales and Use Tax account. You will need to apply for a Sales and Use Tax account first if you do not already have one for the business location ([How to Register a Sales and Use Tax Account Instructional Guide](#)).
 - Navigate to the GTC website at <https://gtc.dor.ga.gov> and log into your GTC account.
 - Select the **“More”** tab on the Home screen.
 - Click the [Register a New Tax Account](#) hyperlink located under the **“Register”** box
 - c. The City of Newnan will no longer be accepting New Alcohol License Applications in person, you must go thru the GTC website to apply
2. You may now upload additional documentation to your ALP Account for your registration if you fail to submit a document within the original submission. The link is under the request box. To navigate to the request box, they will log into GTC, select the **More** tab, locate the request box at the bottom of the page, and select Upload Additional Local Required Documentation. They will need the confirmation number for the original submission for this request.
3. Please make sure to choose the City of Newnan for local jurisdiction when completing the application (**Please follow the check list on the application**)
4. You must complete and upload the City of Newnan Alcohol Application to the GTC website for processing
5. There is a link for you to pay the \$100.00 non-refundable fee on the City of Newnan payment portal: newnanga.govtportal.com
6. You may contact Iris McClung at (678) 673-5478 or via email: imcclung@newnanga.gov, if you have any questions regarding the required documentation
7. When process is complete, you will receive notification of the next step for the final approval via email.