



CITY OF LAFOLLETTE
Instructions/Procedures for Applicants For a
CERTIFICATE OF COMPLIANCE
To Sell Wine in a Retail Food Store

Retail food stores that desire to obtain a "Retail Food Store Wine License" issued by the Tennessee Alcoholic Beverage Commission (TABC) must first obtain a "City of LaFollette Certificate of Compliance" which is required by Tennessee Code Annotated §57-3-806 (a) and (b). Applicants for this Certificate of Compliance should review the following instructions and procedures:

1. A Certificate of Compliance shall be issued solely to the applicant, whether a person, firm, corporation, joint-stock company, syndicate, or association.
2. An application for a certificate of compliance must be completed on behalf of all of the owner(s) of the applicant. Part One of the application must identify all executive officers as well as those officers and should be signed and notarized by the chief executive officer or other authorized representative of the business for which the application is submitted. Part two of the application should be filled out by those individuals who are required to obtain a criminal background check. Part two of the application must also be notarized.
3. Upon submission of the application, the applicant must provide the City with a copy of a background check conducted by the Tennessee Bureau of Investigation for each applicant or applicants who are to be in actual charge of the business (if the applicant is a corporation or other business entity, background checks must be provided for either the executive officers of the business or those in control of the business.) The background check must cover a ten-year period immediately preceding the date of the application. Said background check shall be completed within thirty (30) days preceding the applicant's application for a certificate. The background check can be initiated at: <https://www.tn.gov/tbi/article/background-checks.com>
4. A new background check must be submitted to the City's Business Tax office when a new person begins managerial duties associated with the business.
5. A certificate of compliance is valid only for the applicant, and cannot be transferred or sold to another person or group.
6. Before an applicant's application for a certificate will be heard by City Council, the application must be "complete". The completed application must include the following:
 - A. Parts One and Two of the Application for Certificate of Compliance completed and signed by the Applicant(s).
 - B. A certified copy of a background check from the TBI for each individual listed on the application as being the applicant, or in the case of a corporation or other business entity, either the executive officers of the business or those designated in the application as being in control of the business.
 - C. Documentation establishing that the location of this retail food store complies with all applicable zoning laws in the City of LaFollette and Campbell County.
7. Following receipt of a completed application, a resolution regarding the application for a certificate of compliance will be prepared and placed on the next timely City Council agenda. The City Council will hold a public hearing on the resolution and will vote to approve or disapprove the resolution at that council meeting. If the resolution is approved by a majority of the City Council, the Certificate will be signed by the Mayor or Municipal Representative and will be available for the applicant to pick up from the City of LaFollette Business Tax Office.



CITY OF LAFOLLETTE

Application for Certificate of Compliance To Sell Wine in a Retail Food Store

Department of Finance
Revenue Office
Business Tax Division

207 South Tennessee Ave
LaFollette, TN 37766
(423) 562-4961

Part 1 – Information About the Business

1. Name and Address of Retail Food Store: _____

2. Name and Address of Retail Store Owner: _____

Owner is a(n): ___ Individual ___ Corporation ___ Limited Liability Corporation
 ___ Partnership ___ Limited Partnership ___ Other _____

3. If the business is not a sole proprietorship, list the name and title of each executive officer:
(Attach additional sheets if necessary)

Name:	Title:

4. If the business is not a sole proprietorship, list the name of any individual who will own at least 50% of the business: (Attach additional sheets if necessary)

Name:	Title:

5. List the name and title of person(s) in charge of the management of this business or the sale of wine at the business: (Attach additional sheets if necessary)

Name:	Title:

The undersigned hereby solemnly swears that each and every statement in this application (and on the pages attached to this application) is true and correct. The undersigned certifies that he/she has read and is familiar with the laws of the City of LaFollette and the State of Tennessee governing the sale of wine at retail food stores, and promises to be in compliance therewith. If the owner is other than an individual, the undersigned affirms that he/she is a representative of the owner duly authorized to submit this application.

Date: _____

By: _____
Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, _____.

My Commission Expires: _____

Notary Public



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Part 2-Questionnaire for Participants in the Business

To be completed by each person identified in Part 1 of this application

1. Name and Address of Retail Food Store: _____

2. Name: _____ **Date of Birth:** _____
Driver's License #: _____ **State of Issuance:** _____

3. Address: _____

4. What is your position with the business for which this application is submitted?

5. Have you ever been convicted of a felony within the past ten (10) years? ___ Yes ___ No
If yes, Explain

I have answered the above questions truthfully. I have read Chapter !!!! of the City of LaFollette Municipal Code and promise to be in compliance therewith. I am enclosing a certified copy of a criminal background check conducted by the Tennessee Bureau of Investigation within the past thirty (30) days and authorize the City of LaFollette to utilize this criminal background investigation as necessary for the issuance of a Certificate of Compliance in accordance with Tennessee Code Annotated, Section 57-3-806.

Date: _____ **By:** _____
 Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, _____.

My Commission Expires: _____
 Notary Public