



CONNIE KITTRELL, RECORDER
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City of Gallatin Beer Permits

The City Recorder's Office is responsible for all beer permits located within the city limits of Gallatin. The attachment is a helpful guide to assist you in the process of obtaining a beer permit and opening a business.

Please complete all questions on the application accurately and truthfully. Any applicant making false statement in the application shall forfeit his/her permit and shall not be eligible to receive a permit for a period of ten years.

The Gallatin Beer Board meets on the third Thursday of each month at 8:00 AM in City Hall. All completed applications are due in the Recorder's Office at least ten business days before the scheduled meeting.

The beer board requests that the applicant or a representative be present at the board meeting. You will be informed by the City Recorder's office when to appear.

Beer Permit Process

1. Obtain application from City Recorder's Office
2. Secure compliant location
3. Return completed application at least ten business days before the next scheduled beer board meeting
4. Pay \$250.00 non-refundable fee
5. Background investigation conducted by the TBI (Information provided)
6. Representative or applicant present at board meeting
7. Prorated privilege beer and/or alcohol tax payable when license approved
9. Copy of Certificate of Insurance of location
10. Copy of Menu for On-Premise Permits
11. Return Notarized Affidavit
12. Complete and Return Contact Information Form
13. Obtain business license for location

If you have any questions, please call the Recorder's Office at 615-451-5895.