



# Beer Permit Application ePermits User Guide

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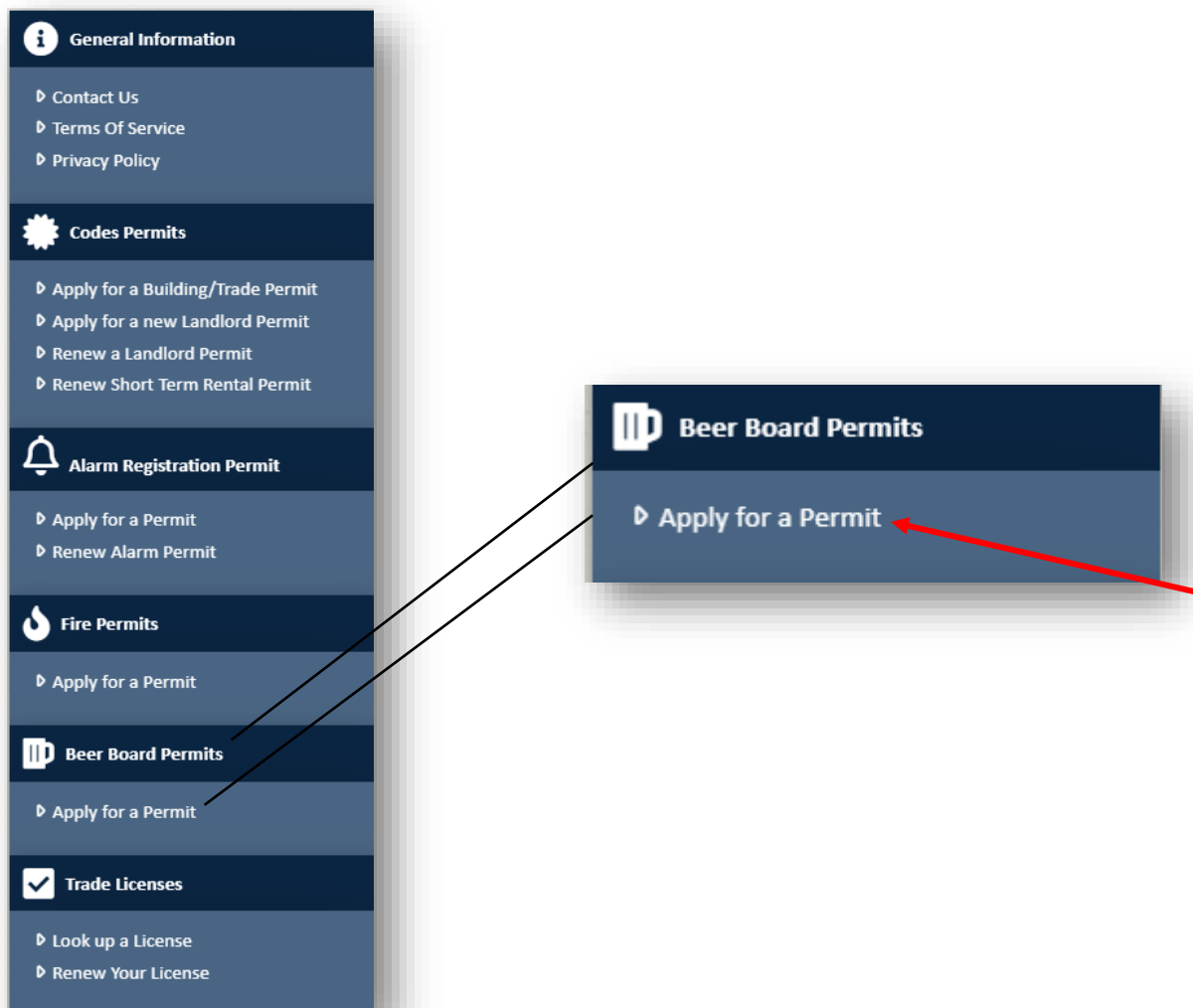
## ePermits

Customers may utilize the ePermits site <https://epermits.nashville.gov> to apply, pay for and renew many types of Metro Government permits. This document outlines the customer processes for Beer Permit Applications.

**NOTE:** ePermits **ONLY** accepts payment via credit/debit card. Payments online will automatically incur a 2.3% convenience fee. This fee is collected by a third-party processor. Metro does not receive any part of the fee. By making an online payment, you have acknowledged you understand the convenience fee will be charged as calculated above and you have agreed to pay the fee.

## Apply for A New Beer Permit

1. The ePermits site has an options menu on the left-hand side of the screen.



2. Selecting **Apply for a Permit** under the **Beer Board Permits** section will display the permit type section. Verify you are not a robot by completing the captcha challenge.



3. The beer permit application is broken down into the following sections.

<b>1. Permit</b>
2. Select Address
3. Basic Information
4. Documents, Plans, Images
5. Detailed Info
6. Application Overview
7. Payment
8. Print Permit

## Step 1 - What type of Permit are you applying for?

- A. The permit type **BBPERMIT – BB – Beer Board Permit** will be pre-selected
- B. Select the sub-type of Permit desired. A description of each permit sub-type is below.

Permit Sub-type	Definition	Example(s)
OFFSALES - BB - Off Site Sales	A permit issued by the metropolitan beer permit board to a retailer engaged in the sale of beer which is not to be consumed by the purchaser upon the premises of such permittee.	Grocery Store, Market, Gas station
ONSALES - BB - On Site Sales	A permit issued by the metropolitan beer permit board to a retailer engaged in the sale of beer which is to be consumed by the purchaser only upon the premises of such permittee.	Full service restaurant, limited service restaurant, bar, night club
ONOFFSALES - BB - On & Off Site Sales	A business can sell beer for both on-premises and off-premises consumption at the same location pursuant to one permit if the requirements for both permit types are met.	A bar, restaurant, or club that sells beer for both on-premise consumption and sells unopened beer to-go for off-premise consumption. This could include growlers/crowlers, which must be properly sealed. May also include a grocery store/market, which has dine-in seating and meets all other requirements for an on-premise beer permit.
WHOLESALES - BB - Wholesale, Distributor	A permit issued by the metropolitan beer permit board to distributors selling beer solely to retailers.	Any person who sells beer to retailers
SPECIAL - BB - Special Events	An on-sale beer permit issued by the metropolitan beer permit board to a retailer engaged in the sale of beer in conjunction with activities which will last for a specified period of time, including, but not limited to, fairs, bazaars, and similar public or private social events.	May include temporary activities held in a public park, in the street, or on private property in which beer will be served to guests over 21 years of age.
CATERER - BB - Caterer	A caterer's permit shall be issued to any person who has obtained a caterer license from the state alcoholic beverage commission for sale and consumption of wine and other alcoholic beverages, pursuant to Chapter 4 of Title 57 of the Tennessee Code Annotated (T.C.A. § 57-4-101 et seq.), and who is engaged in the sale of beer where the beer is to be consumed by the purchaser or his guests upon the premises of the catered event site. (Requires a valid retailer's "on-sale" beer permit for its permanent catering hall)	Any business offering food and beverage service for a fee at various locations, which (1) operates a permanent catering hall on an exclusive basis; (2) has a complete and adequate commercial kitchen facility; and (3) is licensed by the Tennessee Department of Health.
MNUFACTURE - BB - Manufacture	A permit issued by the metropolitan beer permit board to a beer manufacturer engaged in the manufacturing and storage of beer.	Any person who manufactures beer on its premises

<p>DLVRYCRBSD - BB - Delivery/Curbside Sales</p>	<p>A retailer's curbside/delivery permit shall be issued to any person engaged in the sale of beer for consumption and not resale where the beer sold is not to be consumed by the purchaser upon or near the premises of such seller and the purchaser has the option to take possession of the beer curbside or have the beer delivered to a location other than the retailer's premises. Retailers holding curbside/delivery permits shall maintain records of all off-premise sales and deliveries. All persons authorized to sell beer at retail shall pay the taxes required by Tennessee Code Annotated § 57-6-103(a), if applicable.</p>	<p>Any holder of a valid retailer's on-sale or on &amp; off-sale beer permit that wishes to make off-premise sales and/or deliver beer to the purchaser.</p>
<p>MOBBYOB - BB - Mobile ON SALE - BYOB</p>	<p>A permit issued by the metropolitan beer permit board that grants a mobile establishment the right to allow a customer to store, open and consume BYO beer on the mobile establishment.</p>	<p>Any mobile vehicle licensed by the Metropolitan Transportation Licensing Commission (MTLC) that wishes to allow customers bring their own beer as defined in M.C.L. 7.08.010 on premises, which must be in commercially sealed containers. Mobile establishments may hold both, a mobile on-sale and a mobile byo beer permit</p>
<p>MOBONSALE - BB - Mobile ON SALE</p>	<p>A retailer's on-sale permit issued by the metropolitan beer permit board to a business permitted as a mobile establishment.</p>	<p>Any mobile vehicle licensed by the Metropolitan Transportation Licensing Commission (MTLC) that wishes to sell beer for on-premise consumption. Beer may be sold sealed and opened by the purchaser for on-premise consumption only. Beer may also be sold, served and consumed in the main office, patio, or on carriages or vehicles. Mobile establishments may hold both, a mobile on-sale and a mobile byo beer permit.</p>
<p>BBLQRMSR - BB - Liquor measurement</p>	<p>A service provided by Beer Board Inspectors to verify whether a potential location meets the distance requirements for a retail liquor measurement in Nashville &amp; Davidson County, as outlined in M.C.L. 7.16.110 – Location restrictions.</p>	<p>The Metro Beer Board does not issue retail liquor licenses, nor do we regulate them. However, applicants for a retail liquor store must receive a Certificate of Compliance from the city or county in which the business is located. Before a location can receive a Certificate of Compliance, it must first meet the distance requirements outlined in M.C.L. 7.16.110, which currently in Nashville &amp; Davidson County, the Metro Beer Board is responsible for conducting these measurements.</p>
<p>PREINSP - BB - Pre Inspection</p>	<p>A service provided by Beer Board Inspectors to verify whether a potential location meets the distance requirements for a beer permit, as outlined in M.C.L. 7.08.090 – Location restrictions.</p>	<p>Before requesting this service, the build-out should be complete and no further construction planned. What is existing at the time of inspection is what will be checked against the distance requirements. A pre-inspection may be requested for any type of beer permit that must meet the location restrictions outlined in M.C.L. 7.08.090.</p>

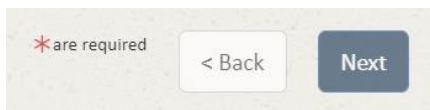
- C. Enter the business or event name, such as Tootsie’s Orchid Lounge or Musicians Corner. Note, this field will show on the permit. (The business name should be the DBA, or what you are doing business as; in the case of a Special Event, it should be the name of the event)
- D. Accept the **Terms and Conditions** by reading the terms and clicking the box stating *I understand that checking this checkbox means I have agreed to the terms and conditions above.*

**Terms & Conditions**

I HEREBY MAKE APPLICATION FOR A PERMIT TO SELL, STORE, MANUFACTURE OR DISTRIBUTE BEER OR OTHER BEVERAGES AUTHORIZED TO BE SOLD, STORED, MANUFACTURED OR DISTRIBUTED UNDER THE PROVISIONS OF TENN. CODE ANN. 57-5-101 et. seq. AND METROPOLITAN CODE OF LAWS 7.08.010 et. seq. AND THE AMENDMENTS THERETO.

\*  I understand that checking this checkbox means I have agreed to the terms and conditions above.

- E. Click **Next** > to proceed to the next step. All required fields must be entered before clicking **Next** >.



## Step 2 - Select Permit Address

1. The next step is to enter the address where the permit will be located. Enter as much information as necessary, then click Search.

2. When the search returns results, the user will then choose the desired address by pressing the Select button in that row. (If the address is not found, then please contact us at [beerboard@nashville.gov](mailto:beerboard@nashville.gov) for further assistance)

Found 2 matches

ADDRESS	CITY	STATE/ZIP	PROPERTY OWNER	
800 PRESIDENT RONALD REAGAN WAY METRO OFFICE BLDG	NASHVILLE	TN 37210	METRO GOVT M GENERAL SERVICES	Select
800 PRESIDENT RONALD REAGAN WAY #300 B MOB / 3RD FL / VERIZON DAS	NASHVILLE	TN 37210	METRO GOVT M GENERAL SERVICES	Select

## Step 3 - Basic Information

The next step involves identifying people associated with the application.

1. Permit
2. Select Address
<b>3. Basic Information</b>
4. Documents, Plans, Images
5. Detailed Info
6. Application Overview
7. Payment
8. Print Permit

### Instructions:

Permit/License Applicant, Contact, Owner Officer and Operator are required Roles. The system will sequentially choose these roles.

You will be given an option to add additional people after all four required people are saved.

**Please include the ownership percentage in the name field. All Owners must be included and the total percentage must equal 100.**

### Steps:

1. Enter the person's information or use the *My Information* button to choose an existing person. The *My Information* button will appear after you add the first person.
2. Click the *Next >* Button
3. The option to add additional people or edit existing ones will show after the Operator role is saved.

1. The following people are required:

<b>Permit/License Applicant</b>	The person, LLC, or corporation that is applying for the permit
<b>Contact</b>	A representative to receive the annual tax notice and any other communications from the Metropolitan Beer Permit Board. (Please include an email, if available)
<b>Owner/Officer</b>	A person, firm, corporation, joint-stock company, syndicate or association having an interest in the applicant. Typically used for applications requested by individuals, corporations or non-profit organizations to define the officers or owners of the organization. Please include ownership percentage in the name field. The percentage must add up to 100%.
<b>Operator</b>	The General Manager(s), or the people who will be in charge of the daily operations on premises



The screenshot shows a web form with two main sections: 'Person Information' on the left and 'People by Role' on the right. The 'Person Information' section includes fields for Person Role (a dropdown menu), Company, Name, Title, Address, City, State (a dropdown menu with 'Tennessee' selected), Zip, Work Phone (with an 'Ext' field), Call Phone, Fax, Home Phone, and Email. A 'Clear fields' button is located at the top right of this section. The 'People by Role' section contains four categories, each with an 'Add a Person' button: 'Permit/License Applicant' (with a sub-note about business name), 'Contact' (with a sub-note about tax notices), 'Owner Officer' (with a sub-note about ownership percentage), and 'Operations Staff' (with a sub-note about operations on premises). A 'Sign For Permits' section is also present with a sub-note about authorized signatories. At the bottom right, there are navigation buttons: '< Back', 'Next', and a note '\* are required'.

## Step 4 - Documents, Plans, Images

The next screen is where you will upload copies of any documentation regarding your application, such as a layout of the areas covered, business licenses, lease agreements, etc.

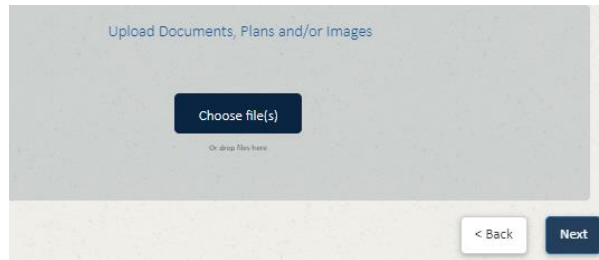
**\*You are not required to upload any documents at this time.**

**Attention: Please do not upload any documents that may contain sensitive information, such as social security numbers.**

1. Permit
2. Select Address
3. Basic Information
<b>4. Documents, Plans, Images</b>
5. Detailed Info
6. Application Overview
7. Payment
8. Print Permit

The screenshot shows the 'Documents, Plans, Images' section of the application. It features a heading 'Documents, Plans, Images' and an 'Instructions:' section. The instructions state: 'You are not required to upload any documents at this time. For each document uploaded, you will be required to choose the type of document being uploaded from the list provided. Required documents for this permit are listed below.' A bulleted list of required documents is provided: Business License (must be same name as listed on application), Certificate of Authorization (for out of state corporations), Certificate of Existence (for Tennessee Corporations), Copy of Lease (or proof of property ownership – if property owner), and Certificate of Registration. At the bottom, there is a 'Current files' section with a 'Remove All' button.

- A. Use the **Choose files(s)** button or the “Or drop files here” to add documents.



- B. Added documents will appear under the **Current files** section on the left side.
- C. Select the appropriate type of document you are uploading from the drop-down list.
- D. Added files may be removed by clicking the “X” to the right of the file or by clicking the **Remove All** button. The **Remove All** button will remove all attached files.
- E. Once all desired files have been added, press the **Next** button to move to the next step.

File Name	Status	Icon	Document Type	Action
1. Cert of Existence Sample.pdf 257082 bytes	Uploaded successfully	*	Certificate of Existence (for Tennessee Corporations)	X
2. Sample Business License.pdf 277050 bytes	Uploaded successfully	*	Business License (must be same name as listed on application)	X
3. Sample COR.pdf 289079 bytes	Uploaded successfully	*	Certificate of Registration	X

Document Type List:

- ABC Issued Liquor Caterer permit
- Business License (must be same name as listed on application)
- Certificate of Authorization (for out of state corporations)
- Copy of current Health Permit
- Certificate of Existence (for Tennessee Corporations)
- Copy of Lease (or proof of property ownership – if property owner)
- Certificate of Registration**
- Copy of On-Sale Beer Permit
- Tax-Exempt Letter from Charity or Non-profit organizations
- Deed (if applicable)
- Floor Plan
- Lease (if applicable)
- Letter of permission to use property
- Letter of Security – from licensed person or company providing security (must state date, time, place, number of security officers)
- National Criminal Background Check
- Proof of Legal Status (for non-US citizens)
- Street Closure Permit (if applicable)
- TN Dept of Agriculture Approval (Wholesale, Off-Sale- Only if selling dairy products, bread, eggs, hot/cold food, etc.)
- Use and Occupancy Letter



## Step 5 - Detailed Info

1. The **Detailed Info** section provides a list of questions required as part of the application. Depending on the permit type chosen, the questions may be different. All required questions are outlined in red.
2. Once all questions have been answered, the Complete Application button will activate and allow you to continue to the next step.



Answer questions as accurately as possible.

BBPERMIT -- BB - Permit Detail Information

SEQ#	CODE	DESCRIPTION	
1	BBAPPTYPE	What is the reason for the application?	
2	BBEVENTDT	Please provide Event dates. For example, June 8-10, 2018 or June 2, 4, 5, July 4-8, 2018.	
3	BBINSPREQ	After completion of your application, please contact the Beer Board office to schedule a specific date and time for your initial inspection. 615-862-6751	
5	7.24.030	I understand allowing dancing, floor shows or other entertainment in violation of M.C.L. 7.24.030 Prohibited acts or conduct on the premises will subject the permit to fines, suspension, or revocation?	<input type="checkbox"/>
6	7.08.100	Will food be served?	Select <input type="checkbox"/>
7	LOCATION2	Will there be any outdoor seating?	Select <input type="checkbox"/>
8	LOCATION	Areas to be covered under the permit (patio, deck, inside, etc.)	<input type="text"/>
9	LEASE_INFO	Lease Expiration Date	<input type="text"/>
10	7.08.090	Is location located within 100 feet of any church, school, park, playground, day care center or nursery school or their playgrounds, or any one or two family dwellings?	Select <input type="checkbox"/>
11	APPLICANT	Has the applicant ever had a beer permit revoked, suspended or denied in the state of Tennessee?	Select <input type="checkbox"/>
12	FAMILIAR	Is applicant familiar with the laws of the state of Tennessee and the Metropolitan Government of Nashville and Davidson County governing the sale and distribution of beer?	Select <input type="checkbox"/>
14	CITIZEN	Are you a United States citizen? If NO, please contact Metro Beer Board at 615-862-6751.	Select <input type="checkbox"/>

Cancel \* are required < Back Complete Application

Reason for application	What this means
Change of Ownership	There is currently a beer permit at this location and there is a change of ownership taking place.
Name Change	A change in the DBA, or business name
Expansion	Any changes in the footprint of the permitted space
New Location	There <b>has not</b> been a valid beer permit at this location in the last 365 days before the application was submitted
Old Location	There has been a valid beer permit at this location in the last 365 days before the application was submitted
Special Event NEW	This event <b>was not</b> issued a special event permit in the previous year for the same location
Special Event OLD	This event was held in the previous year and issued a special event permit for the same location
Other	Please contact our office at 615-862-6751

## Step 6 - Application Overview

1. Permit
2. Select Address
3. Basic Information
4. Documents, Plans, Images
5. Detailed Info
<b>6. Application Overview</b>
7. Payment
8. Print Permit

The Application Overview screen will be displayed. Review the information on the screen to ensure it is accurate. If there are changes, choose the **< Back** button to return to the screen where changes are needed. Once the information is correct, use the **Proceed to Payment >** button to go to the credit card entry screen.

Parcel/Address

Address	800 President Ronald Reagan Way		
Establishment	METRO OFFICE BLDG		
Cross Street	METRO OFFICE BLDG		
	NASHVILLE TN 37210		
	X: 1741662	Y: 663634.7	
APN	09311019900		

Contacts

<b>APPLICANT</b>	
Company	The Beer Store, LLC
Name	John Doe
Address	800 President Ronald Reagan Way Nashville, TN 37210
Email	beerboard@nashville.gov
<b>CONTACT</b>	
Company	The Beer Store, LLC
Name	John Doe
Address	800 President Ronald Reagan Way Nashville, TN 37210
Email	beerboard@nashville.gov
<b>BOWNER</b>	
Company	The Beer Store, LLC
Name	John Doe
Address	800 President Ronald Reagan Way Nashville, TN 37210
Email	beerboard@nashville.gov
<b>BBOPERATOR</b>	
Company	The Beer Store, LLC
Name	John Doe
Address	800 President Ronald Reagan Way Nashville, TN 37210
Email	beerboard@nashville.gov
<b>SIGN</b>	
Company	The Beer Store, LLC
Name	John Doe
Address	800 President Ronald Reagan Way Nashville, TN 37210
Email	beerboard@nashville.gov

Detailed Information

BBPERMIT - BB - PERMIT DETAIL INFORMATION			
CODE	DESCRIPTION		
BBAPPTYPE	What is the reason for the application?		Change of Ownership
7.24.030	I understand allowing dancing, floor shows or other entertainment in violation of M.C.L. 7.24.030 Prohibited acts or conduct on the premises will subject the permit to fines, suspension, or revocation?		Yes
7.08.100	Will food be served?		No
LOCATION2	Will there be any outdoor seating?		No
LOCATION	Areas to be covered under the permit (patio, deck, inside, etc.)		Inside only
LEASE_INFO	Lease Expiration Date		05-01-2023
7.08.090	Is location located within 100 feet of any church, school, park, playground, day care center or nursery school or their playgrounds, or any one or two family dwellings?		No
APPLICANT	Has the applicant ever had a beer permit revoked, suspended or denied in the state of Tennessee?		No
FAMILIAR	Is applicant familiar with the laws of the state of Tennessee and the Metropolitan Government of Nashville and Davidson County governing the sale and distribution of beer?		Yes
CITIZEN	Are you a United States citizen? If NO, please contact Metro Beer Board at 615-862-6751.		Yes

Fees

DESCRIPTION	VALUE	RATE	FEE
BB - Application Fee	1	\$1.00	\$250.00
		Sub-Total	\$250.00
		* Convenience Fee	\$5.75
		<b>Total Fees</b>	<b>\$255.75</b>

\*\* A 2.3% convenience fee is charged on all credit card transactions. This fee is collected by a third-party processor and Metro does not receive any part of it. When making a payment by credit card, you are acknowledging that you understand that the convenience fee will be charged as displayed and agree to pay it.

Cancel
< Back
Proceed to Payment >

## Step 7 - Payment

- The applicant will then pay their fee, if applicable, plus the convenience fee of 2.3%, using a credit/debit card. All required fields must be entered.


**NOTE:** ePermits **ONLY** accepts payment via credit/debit card. Payments online will automatically incur a 2.3% convenience fee. This fee is collected by a third-party processor. Metro does not receive any part of the fee. By making an online payment, you have acknowledged you understand the convenience fee will be charged as calculated above and you have agreed to pay the fee.

1. Permit
2. Select Address
3. Basic Information
4. Documents, Plans, Images
5. Detailed Info
6. Application Overview
<b>7. Payment</b>
8. Print Permit

Permit Fees	\$250.00
Convenience Fee *	\$5.75
	\$255.75

The information being entered on this screen is secure.

COPY FROM: My Information Clear fields

Credit Card Number 

This credit card number is invalid.

Expire Date MM/YYYY CVV

Name on Card

Billing Address

City State Zip

Email Phone

\* A 2.3% convenience fee is charged on all credit card transactions. This fee is collected by a third-party processor and Metro does not receive any part of it. By clicking Submit Payment below, you are acknowledging that you understand that the convenience fee will be charged as displayed and agree to pay it.

Cancel \* are required < Back Submit Payment >

- If the credit card being used for payment is issued to one of the people identified on the application, click the **My Information** button to select that person from the list. The Name address, email and phone fields entered for that person will be used to quickly fill in the contact information on the screen. Choose this option **BEFORE** entering the card information.

COPY FROM: My Information Clear fields

Number

ard number is invalid.

The Beer Store, LLC

The Beer Store, LLC

The Beer Store, LLC

The Beer Store, LLC

The Beer Store, LLC

The Beer Store, LLC



- The user will enter their payment information and then press **Submit Payment**. The button will activate when all required information has been entered.

\* are required < Back Submit Payment >

## Step 8 - Print Permit

When the payment has been successfully processed, a summary is displayed.

1. The Home button will then return the user to the ePermits home page.
2. Choose the Print button to display a window which will allow you to print a copy of the payment receipt.

Your application has been submitted.

Please write down your permit number for reference:

**BBPERMIT T23-28018**

**Metro Nashville Beer Board**  
 Beer Board Headquarters  
 800 Second Avenue South  
 Nashville, TN 37210  
 Beer Board Contact Information

Home Print

### Permit Summary

Number	BBPERMIT T23-28018
Type	BB - Beer Board Permit / BB - Off Site Sales
Status	Application Submitted
Expiration Date	Dec 31, 2999

### Parcel/Address

Address	800 President Ronald Reagan Way	
Establishment	METRO OFFICE BLDG	
Cross Street	METRO OFFICE BLDG	
	NASHVILLE TN 37210	
	X: 1741662	Y: 663634.7
APN	09311019900	

### Contacts

PERMIT/LICENSE APPLICANT		CONTACT		BEER BOARD- OWNER	
Company	John Doe	Company	John Doe	Company	John Doe
Name	The Beer Store, LLC	Name	The Beer Store, LLC	Name	The Beer Store, LLC
Address	800 President Ronald Reagan Way Nashville,TN 37210	Address	800 President Ronald Reagan Way Nashville,TN 37210	Address	800 President Ronald Reagan Way Nashville,TN 37210

BEER BOARD- OPERATOR		SIGN FOR PERMITS		PROPERTY OWNER	
Company	John Doe	Company	John Doe	Company	METRO GOV'T M GENERAL SERVICES
Name	The Beer Store, LLC	Name	The Beer Store, LLC	Title	00001086 0000582
Address	800 President Ronald Reagan Way Nashville,TN 37210	Address	800 President Ronald Reagan Way Nashville,TN 37210	Address	P O BOX 196300 NASHVILLE,TN 37219



## Reviews / Inspections

TYPE	DESCRIPTION	STATUS	COMPLETED BY	COMPLETED
INSPECTION	BB - TN Dept of Agriculture Approval (615) 837-5103	Scheduled For May 3, 2023		
REVIEW	BB - Application Information			
REVIEW	BB - Background Check			
REVIEW	BB - Business License Verification			
REVIEW	BB - Beer Buy Compliance Check			
REVIEW	BB - Council Notification Letter			
REVIEW	BB - Certificate of Existence Authorization			
REVIEW	BB - Floor Plan			
INSPECTION	BB - Initial Inspection	Not Scheduled		
REVIEW	BB - Initial Privilege tax			
HEARING	BB - Board Meeting			
REVIEW	BB - Violation Check			
REVIEW	BB - Current Permit Verification			
REVIEW	BB - Property Ownership Verification			
REVIEW	BB - Residency Verification			
REVIEW	BB - Organization Chart Received			
REVIEW	BB - Registration/Tax Exempt Letter			
REVIEW	BB - U&O Verification			
REVIEW	BB - Zoning Review			

## Quantity Group

BBPERMIT				
CODE	DESCRIPTION	QUANTITY	RATE	VALUE
BBAPPTYPE	What is the reason for the application?			Change of Ownership
7.24.030	I understand allowing dancing, floor shows or other entertainment in violation of M.C.L 7.24.030 Prohibited acts or conduct on the premises will subject the permit to fines, suspension, or revocation?			Yes
7.08.100	Will food be served?			No
LOCATION2	Will there be any outdoor seating?			No
LOCATION	Areas to be covered under the permit (patio, deck, inside, etc.)			Inside only
LEASE_INFO	Lease Expiration Date			May 1, 2023
7.08.090	Is location located within 100 feet of any church, school, park, playground, day care center or nursery school or their playgrounds, or any one or two family dwellings?			No
APPLICANT	Has the applicant ever had a beer permit revoked, suspended or denied in the state of Tennessee?			No
FAMILIAR	Is applicant familiar with the laws of the state of Tennessee and the Metropolitan Government of Nashville and Davidson County governing the sale and distribution of beer?			Yes
CITIZEN	Are you a United States citizen? If NO, please contact Metro Beer Board at 615-862-6751.			Yes

## Fees

CODE	DESCRIPTION	AMOUNT
BBAPP	BB - Application Fee	\$250.00
BBCONVFEE	BB - Convenience Fee	\$5.75
	Total Fees	\$255.75

## Payments

TYPE	DESCRIPTION	DATE	AMOUNT
CREDIT	Authorized	Apr 26, 2023	\$250.00
CREDIT	Authorized	Apr 26, 2023	\$5.75
	Total Payments		\$255.75

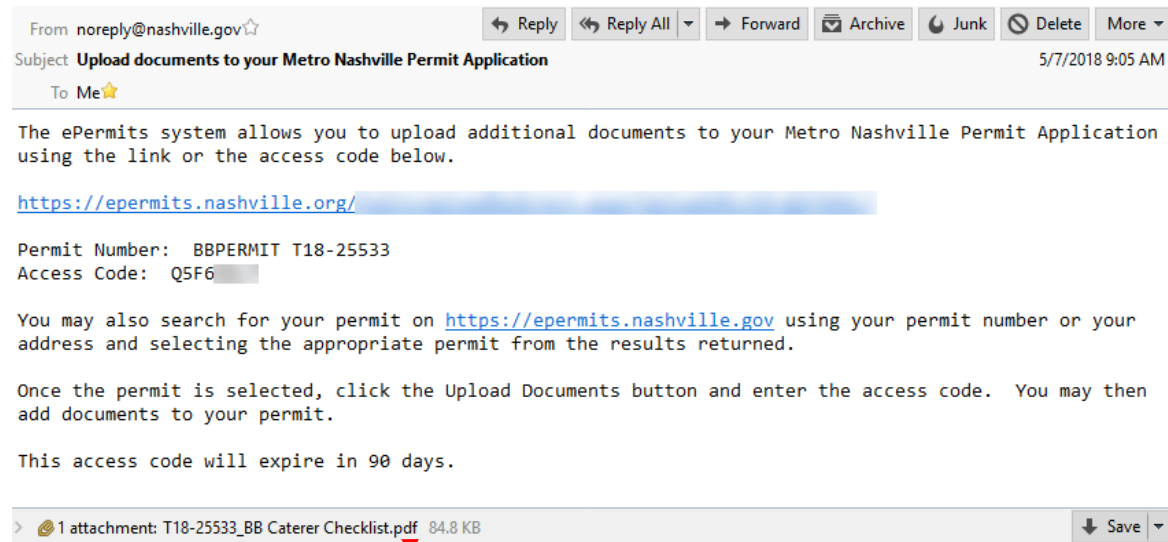
## Documents

No data available

**NOTE:** The Beer Board will review your application and any documents that may have been uploaded. It is up to the applicant to ensure that the application is completed in a timely manner. The best way to communicate with the Beer Board regarding your application is to send an email to [beerboard@nashville.gov](mailto:beerboard@nashville.gov).

## Document Upload

When your application is submitted, it will be reviewed by a Beer Board representative. If your application is accepted, an email containing a checklist attachment and your document upload code will be sent. Note that portions of the example email are redacted to prevent incorrect access.



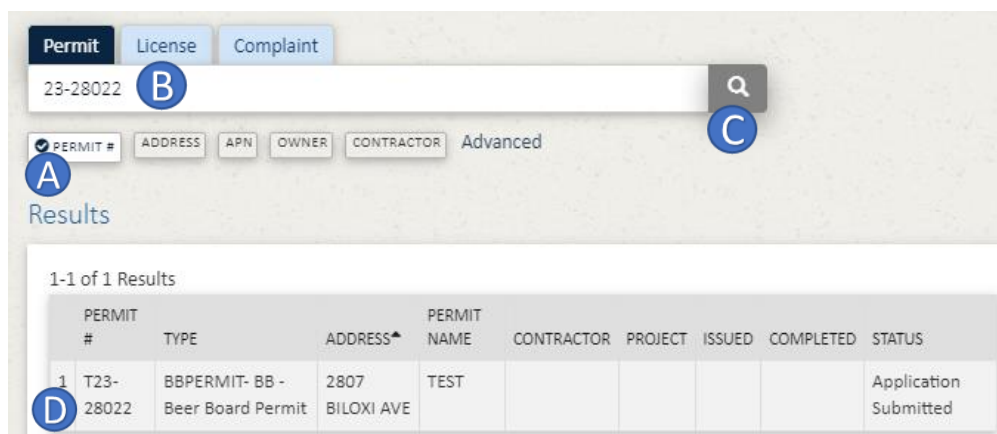
The Checklist is attached to email as a pdf document.

### To upload additional documents using the direct link

1. Click on the first link in the email. This will take you directly to your permit document upload screen.
2. Go back and follow the directions in Step 4 - **Documents, Plans, Images**
3. Once all desired files have been added, it is recommended you close the browser window.

### To upload additional documents via permit lookup

1. Go to the website <https://epermits.nashville.gov>
2. Find the desired permit by searching for the Beer Permit Number
  - A. Make sure the **PERMIT #** box is selected below the search bar
  - B. Enter the Beer Permit Number into the Search field  
(last 2 digits of year submitted, followed by a dash (-), followed by 5 digits; example: **23-28022**)
  - C. Click the magnifying glass to search.
  - D. Select the permit from the list of permits displayed by clicking on the permit row.





- E. When you click on the desired permit, it will open the summary screen.
- F. Click the **Upload Documents** button in the upper-right-hand corner



- G. Enter the Access Code in the window provided.
- H. Press the **Continue to upload** button.



- I. The user will be taken to the upload screen, unless an invalid Access Code is entered. If an invalid Access Code is entered, an error message will display.



- 3. When the file upload screen is displayed:
  - A. Go back and follow the directions in Step 4 - [Documents, Plans, Images](#)
  - B. Once all desired files have been added, it is recommended you close the browser window.