



CITY OF SEVIERVILLE

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 Sevierville 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 managers in actual control of the purchase, sale and transportation of wine at the store in question. It should be signed 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.
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 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>.
4. A new background check must be submitted to the City Recorder’s 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 certificate will be authorized, 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. In order to determine if the location is appropriately zoned, please ensure the address provided is the physical address of the establishment.
7. The certificate is specific to the store address listed in the application. If a store has multiple locations, a separate application must be completed for each.
8. Complete applications and background checks should be submitted via email to compliancecertificate@seviervilletn.org



CITY OF SEVIERVILLE

Application for CERTIFICATE OF COMPLIANCE to Sell Wine in a Retail Food Store

City Recorder's Office
City of Sevierville

Part 1 – Information About the Business

P.O. Box 5500
Sevierville, TN 37864
(865) 453-5504

1.

Contact's Name:	
Email address:	
Name and Physical Address of Retail Food Store:	

2.

Name of Retail Store Owner:	
Mailing Address:	

Owner is a(n):

<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Corporation
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> 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 Sevierville 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: _____

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Application for **CERTIFICATE OF COMPLIANCE** to Sell Wine in a Retail Food Store

City Recorder's Office
City of Sevierville

Part 2 – Questionnaire for Participants in the Business

P.O. Box 5500
Sevierville, TN 37862
(865) 453-5504

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

1. Name and Physical Address of Retail Food Store:	

2. Name:		Date of Birth:	
	Driver's License #:		

3. Address:	

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

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

I have answered the above questions truthfully. 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 Sevierville 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: _____