

Alcohol License Renewal

Purpose: Use this procedure to renew the Alcohol License for an account, to view a bill and to pay renewal fee.

Requirements:

1. Must have active account with Gwinnett County
2. Must have a Gwinnett County online profile

Procedure:

1. Go to www.gwinnettcountry.com
2. Click on Business License Online Service from the Top Links menu

The screenshot shows the Gwinnett County website interface. At the top, there are navigation links: "Pay Water Bill", "Online Services", "A-Z Index", "FAQ", and "Site Map". The main header features the "Gwinnett" logo and a "Login" button. Below the header is a horizontal menu with items: "Home", "About Gwinnett", "Services", "Departments", "Calendar", "News", "Employment", "Contact Us", and "Top Links". The "Top Links" menu is expanded, displaying a grid of service links. The link "Business License Online Services" is highlighted in blue. To the left of the menu is a photograph of three people in hard hats and business attire performing a ground-breaking ceremony. Below the photo is a dark blue box with the word "Government" in white text.

Alarm System Registration	GIS Data Browser	Water Outages Information
Animal Shelter	Health & Human Services	Water Resources Customer Service
Assessor	Homeland Security	Water Resources Contacts
Bids & RFPs	Neighborhood Stabilization Program	
Budget	Parks and Recreation	
Burn Ban Notice	Pay Water Bill Online	
Bus Routes	Phone Listing	
Business License Online Services	Prescription Drug Discount Card	
Citizen Self Service	Quality of Life Unit	
Commission Meeting Videos	Recycling Directory	
County Commissioners	Road Closures	
Crime Mapping	Senior Services	
Economic Development	Street Light Outage	
Elections Voter Registration	Tax Information	
Emergency Management	Trash Pickup	
Fire Marshal	Vendor Registration	

3. Enter the **username** and **password** and click on Login button.

Departments > Planning and Development > Licensing and Revenue > Online Services Print

User Login

Username

Password

[Login](#)

▶ [Forgot Username or Password](#)

▶ [Haven't got an Account? Register](#)

Licensing and Revenue - Online Services

Use the login to the left to enter your online account and pay your business, alcohol, excise or establishment fees.

By [registering](#) for a free online profile with our online services, you can:

- Renew and/or Pay your bill
- Close your account
- Print a copy of your most recent issued license

All you need to sign up is your licensing and revenue account number and the last 4 digits of tax ID/SSN.

By registering and selecting "Log In" you are agreeing to the Licensing and Revenue [Security Policy](#).

Please contact the Licensing and Revenue office at 678-377-4100 or at gc-license-revenue@gwinnettcountry.com for more information about the following:

- Change of business location
- Change of business ownership
- Change in Tax ID

If you are a potential new business owner in Gwinnett County you may use this [Tax Calculator](#) for an estimate of your occupation tax certificate fees.

For more information [click here](#).

4. The business license account information will be displayed after the login.

Licensing and Revenue Accounts

If you have multiple licensing and revenue accounts for which you are responsible for you may add those accounts to this profile by selecting the button "Add an account". You will need the licensing and revenue account number and last 4 digits of the tax id/ssn.

Select Options for a dropdown menu. For more information [click here](#).

Account #	Name	Business Address	Options
143029	MART	16 BEAVER RUN RD	Options ▼
189958	LANDSCAPING CO	684 WINDER HWY	Options ▼
199913	HOTEL ACCT	684 WINDER HWY	Options ▼
199920	MOTOR RENTAL VEHICLE	75 LANGLEY DR	Options ▼
199922	RETAIL PACKAGE	75 LANGLEY DR	Options ▼
199923	TEST ACCT	75 LANGLEY DR	Options ▼

[Add an account](#)

- Select the Options button next to the Business Address and select License Renewal from the Alcohol License. * Occupational Tax License must be current prior to renewing the Alcohol License.

Licensing and Revenue Accounts

If you have multiple licensing and revenue accounts for which you are responsible for you may add those accounts to this profile by selecting the button "Add an account". You will need the licensing and revenue account number and last 4 digits of the tax id/ssn.

Select Options for a dropdown menu. For more information [click here](#).

Account #	Name	Business Address	Options
143029	MART	16 BEAVER R	<div style="border: 1px solid #ccc; padding: 2px;">Options ▾</div>
189958	LANDSCAPING CO	684 WINDER	<div style="border: 1px solid #ccc; padding: 2px;">Options ▾</div>
199913	HOTEL ACCT	684 WINDER	<div style="border: 1px solid #ccc; padding: 2px;">Options ▾</div>
199920	MOTOR RENTAL VEHICLE	75 LANGLEY	<div style="border: 1px solid #ccc; padding: 2px;">Options ▾</div>
199922	RETAIL PACKAGE	75 LANGLEY	<div style="border: 1px solid #ccc; padding: 2px;">Options ▾</div>
199923	TEST ACCT	75 LANGLEY	<div style="border: 1px solid #ccc; padding: 2px;">Options ▾</div>

Add an account

- Click on [Click here to download the training document](#) to view training document.

Alcoholic Beverage License Renewal

Account Number:
143029 [Back to Main Menu](#)

Renewal Year:
2019

DBA:
MART

Business Address:
16 BEAVER RUN RD
NORCROSS, 30093-2804

Alcohol Awareness Training _____

All Gwinnett County Alcoholic Beverage License holders are required to read the training document and acknowledge to proceed with online renewal.

[Click here to download the training document](#)

I acknowledge to have read the training document. *

Continue

Cancel

7. Click the box next to "I acknowledge to have read the training document." And click **Continue**.

Alcoholic Beverage License Renewal

Account Number:
143029 [Back to Main Menu](#) 

Renewal Year:
2019

DBA:
MART

Business Address:
16 BEAVER RUN RD
NORCROSS, 30093-2804

Alcohol Awareness Training _____

All Gwinnett County Alcoholic Beverage License holders are required to read the training document and acknowledge to proceed with online renewal.

[Click here to download the training document](#)

I acknowledge to have read the training document. *

Continue Cancel

8. Review Balance and click on **Pay Online**.

Alcoholic Beverage License Renewal

Account Number:
143029 [Back to Main Menu](#) 

Renewal Year:
2019

DBA:
MART

Business Address:
16 BEAVER RUN RD
NORCROSS, GA 30093-2804

License Information

Description	Amount
RETAIL PACKAGE - WINE (SUNDAY)	\$250.00
RETAIL PACKAGE - WINE	\$600.00
RETAIL PACKAGE - BEER (SUNDAY)	\$250.00
RETAIL PACKAGE - BEER	\$600.00

Balance Due:
\$1,700.00

Payment Instructions

You can Pay online with Visa, MasterCard or Discover cards.

Convenience fee of \$2.00 will be charged for online payments.

If you print your bill, please return the bottom portion with your certified funds payment to our mailing address: Gwinnett County Licensing and Revenue, PO Box 1045, Lawrenceville, GA 30046. Make Certified checks or Money Orders payable to Gwinnett County Licensing and Revenue.

If you have any questions, call 678-377-4100.

[Pay Online](#)

[Print Bill](#)



Contact Us  [Signup for Newsletters](#) 

Follow Us     

9. Enter payment information and select **Continue**.

Payment Information _____

Payment Type:
 Pay with Visa, MasterCard or Discover cards

Credit Card Type * ▼

Credit Card Number *

Exp. Month * ▼

Exp. Year * ▼

Billing Address Information _____

Name *

Street # * Street Name * Apt / Suite / Other

City * State ▼ Zip *

10. Review payment information and click Submit Payment.

Payment Information

[Make Changes](#)

Payment Type:
Credit Card

Card Type:
Visa

Card Number:
XXXX-XXXX-XXXX-0004

Expiration:
XX/2025

Billing Address Information

[Make Changes](#)

Name:
Test

Address:
1234 Test Run Rd
Lawrenceville, GA 30046

Refund Policy : Alcohol fees are non-refundable.

[Submit Payment](#) [Cancel](#)

11. If the payment was accepted, the confirmation will display.

Alcoholic Beverage License Renewal

Thank you. Your Payment is successful and Alcoholic Beverage License is renewed.
You will receive License by regular US mail.

[Back to Main Menu](#)



[Print](#) this page for reference.

Your Confirmation Number is : 1400018695

12. To print a copy of the Alcohol License click on **Print License**. *The option to print a copy of the license is available on the Options menu.

Alcoholic Beverage License Renewal

Thank you. Your Payment is successful and Alcoholic Beverage License is renewed.
You will receive License by regular US mail.

[Back to Main Menu](#) 

 [Print](#) this page for reference.

Your Confirmation Number is : 1400018695

Account Number:

143029

DBA:

MART

Renewal Year:

2019

Balance Due:

\$1,700.00

Total Amount Charged:

\$1,702.00 (Including Convenience fee)

[Print License](#)

13. The below document will download and can be printed.

	Gwinnett County Alcoholic Beverage License 2019 446 W. Crogan Street - Suite 125 Lawrenceville, GA 30046 NOT TRANSFERABLE DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW
	Date Issued: June 7, 2019 License Number: <input type="text"/> Expires: December 31, 2019 Fee: \$9,528.80 Business Name: INN Licensee Name: <input type="text"/> License As: Retail Consumption - Beer (Sunday), Wine, Wine (Sunday), Distilled Spirits, Milk Spirits (Sunday), Patio Sales
MAIL TO: INN <input type="text"/> DULUTH GA 30097-4084	Business Location <input type="text"/> DULUTH GA 30097-4084

THIS LICENSE IS A MERE PRIVILEGE SUBJECT TO BE REVOKED AND ANNULLED AND IS SUBJECT TO ANY FURTHER ORDINANCES WHICH MAY BE ENACTED