

TABC Online Process for Liquor by the Drink Restaurant & Limited Service License Renewals

If you are not responsible for doing license renewals please forward this to the person or department that will need this information. Managers pay attention to:

BE SURE YOUR SERVER PERMITS AND MANAGER QUESTIONNAIRES ARE UP TO DATE!
The agents will also be doing a full inspection including all server permit records and manager questionnaires.

Beginning APRIL 1, the entire license renewal application process is done online through the TABC RLPS system. Any license renewals prior to this date will still be paper.

What you need to know about the process before APRIL 1

1. **DO NOT ATTEMPT TO START THE PROCESS ON YOUR OWN!** TABC agents will come to your location and explain the entire process sometime within 60 days of your license renewal date.
2. **BE SURE YOUR PERMITS AND QUESTIONNAIRES ARE UP TO DATE!** The agents will also be doing a full inspection including all server permit records and manager questionnaires. THIS PROCESS WILL BEGIN FEBRUARY 1 and you want to be prepared!

Forms to be completed online

- All individual owner information, including information previously collected on TABC questionnaires including Citizenship information (with electronic copies of TABC approved IDs).

All must be submitted in RLPS for new and first year renewal applications (See the Declaration of Citizenship for acceptable forms of ID or go to [this link](#)). Failure to provide complete ownership information may impact the renewal or issuance of your license.

Records you will need in electronic format for LBD and Limited Service LBD license renewals

There is NO existing license or permit data in the RLPS system so you MUST submit all documentation in an electronic format for your renewal. "Already on File" will NOT be accepted and will delay the process. **The following electronic format documentation will be required to for license renewals beginning APRIL 1**

- Proof of possession of the premises (deed and lease)
- Certificate of occupancy
- Business plan with projected food sales percentage
- Printed menu
- Department of Revenue Price Schedule Report
- Alcohol Dealer Registration form issued by the Alcohol and Tobacco Tax and Trade Bureau
- Sales and Use Tax Certificate issued by the Tennessee Department of Revenue
- City/County Business License issued by local jurisdiction
- Certificate of Occupancy issued by local jurisdiction
- Zoning letter from the local government (**item needed for Limited Service LBD ONLY**)
- Security plan and affidavit (**item needed for Limited Service LBD ONLY**)
- Government-issued ID, as required, for each owner with 5% or more interest or corporate officers of publicly traded companies. (See the Declaration of Citizenship for acceptable forms of ID or go to [this link](#).)
- No liquor transfer letter if an existing licensee is being purchased by the applicant (not needed for renewal)

Support for RLPS:

- The TABC has an RLPS support help desk to answer customer questions. The help desk will be accessible via the main office numbers of the TABC.
- The TABC will be publishing content to assist customers with the use of RLPS before January 22nd.

Go to <https://www.tn.gov/abc> and click to the link to subscribe to their email list.