Regulatory Licensing and Permitting System (RLPS)
Restaurant Renewal Process

Tennessee Alcoholic Beverage Commission

RLPS Restaurant License Renewal Process: Content

- Citizen Access Renewal Process
  - Site address: https://rlps.abc.tn.gov/citizenaccess/
  - Renewal Process Timeline
  - Instructions to complete a Renewal Application
    - Assumes user has a previously created RLPS account.
    - Assumes user has an active RLPS license, not just a paper-license, that is nearing its expiration.

  PLEASE NOTE: If you have never created a RLPS application for a license and it has always been paper-based, follow the first year RLPS renewal instructions listed as TABC First Year License Certificate Renewal Guide at tn.gov/abc/rlps/rlps-tutorials.html.

Tennessee State Government

RLPS Restaurant License Renewal Process

- Renewal Process Timeline

75 Days from Expiration:
An agent will conduct an on-premise inspection anytime between 75 and 45 Days from the license expiration date.

45 Days from Expiration:
Once the License reaches 45 Days from expiration, licensee will be able to access the Renew Application Button in their RLPS account.

Date of Expiration:
If you have not started the renewal process by this date, please contact the TABC Office for further instructions.

RLPS Restaurant License Renewal Process

- To begin, locate and **click on the Renew My License button** on the home screen or use the "I Want To…" option from the navigation bar.
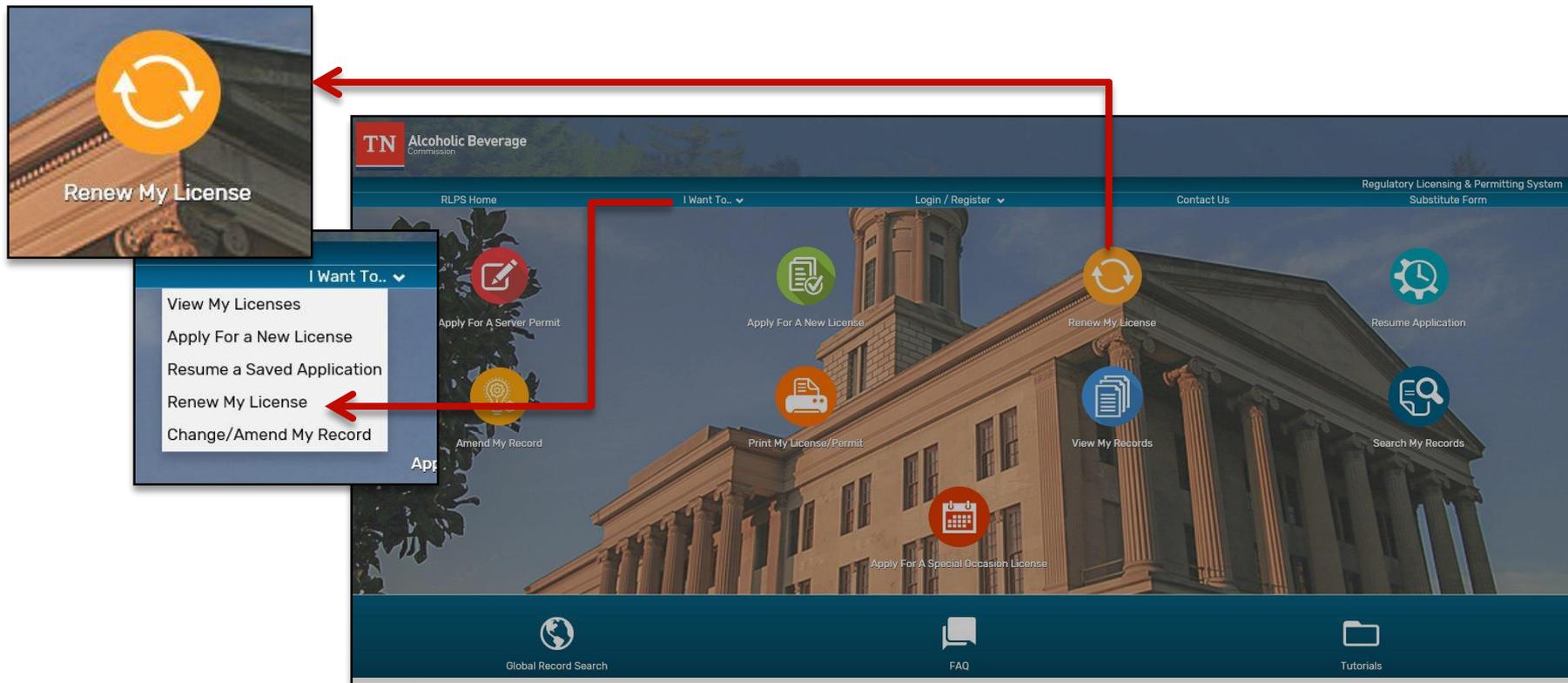
RLPS Restaurant License Renewal Process

- Next, **log into your RLPS account**

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- Once logged in, you will be taken to a list of records in "About to Expire" status.

- **Click the "Renew Application: Button**
  - After submitting the renewal application, this button will no longer be available, however the license will remain in this filtered list until the renewal process is complete.

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- *Step 1: Contacts & Addresses*
  - This information cannot be edited.
  - Review the Business Address and Contacts pages
  - **Click "Continue Application"**

*If the Business Address or any contacts need to be modified, please submit a **Change Request Amendment** before continuing your renewal process.

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- *Step 2: Additional Information*
  - Complete all Renewal Information questions & acknowledgments.
  - **Click "Continue Application"**

*You may also click "Save and Resume Later" as needed. This will create a temporary application record for you to return to.

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- *Step 3: Documents*
  - **Click the "Add" button**
  - **Upload a copy of your newest health inspection** & any other documents that may have changed since your last application.
  - **Save the uploaded documents then click "Continue Application"**

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- *Step 4: Acknowledgment*
  - Read the acknowledgement statement and **click the checkbox**
  - **Click "Continue Application"**

*A link to TABC rules and regulations has been added to the application process just under the Acknowledgment page title.

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- *Step 5: Review*
    - Please review all the entered information and **select the check box** indicating your agreement to the certification at the bottom of the page.
    - After selecting the checkbox, please **click "Continue Application".**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☑ By checking this box, I agree to the above certification.   Date: 05/31/2019

Save and resume later   **Continue Application »**

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- *Step 6: Pay Fees*
  - **Click the "Continue Application"** tab in order to pay the License Fee for the Renewed License.

  Fees will vary.

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- *Step 6: Continued...*
  - After selecting the payment option, fill in all the required fields and **select "Submit Payment".**

Payment

The Agency accepts Credit Cards and PIN-less Debit Cards. Select the "Pay with Credit Card" option for both.

Amount to be charged: $650.00

- ◉ Pay with Credit Card
- ○ Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: ⑦   * Security Code: ⑦

--Select-- ▼   *Do not include spaces or spec*   *3 Digit Code On Back of Ca*

* Name on Card: * Exp. Date:

01▼   2019▼

Credit Card Holder Information:

☐ Auto-fill with   Brandon Bryant▼

Country:

United States ▼

* Street Address: ⑦

Billing Address for your card.

* City: * State: * Zip:

    --Select--▼

* Phone:

E-mail:

Submit Payment »

RLPS Restaurant License Renewal Process

- You have officially completed your renewal application.
  - If any additional information is required, the user will be notified by a member of TABC.
  - Please print and retain a copy of the this page for your records.
- Once your renewal application has been reviewed and approved, your license record will go back to an "Active" status, and your expiration date will be updated.

RLPS Help

- For questions or concerns:
  - Contact the RLPS helpdesk
    - Email: TABC_RLPS.Technical@tn.gov
    - Phone: (615)-532-2297

Thank You