



Date _____
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## 2024-2025 ABO & LIVE ENTERTAINMENT RENEWAL FORM

### INSTRUCTIONS *(In accordance with Sec. 10-123(d), this application shall not be used if filing after June 30, 2023)*

- COMPLETE THE ABO & LIVE ENTERTAINMENT RENEWAL FORM  
Have you double-checked your application (pages 2-3) to ensure that ALL fields are complete, all questions have been answered, and the application is signed and notarized (page 3)?
- COLLECT AND ATTACH THE ITEMS LISTED BELOW TO YOUR APPLICATION
- SUBMIT THE COMPLETED APPLICATION AND ATTACHMENTS:
  - Online at [onestopapp.nola.gov](http://onestopapp.nola.gov) Please upload items 1-3 below.
  - By email to [abo@nola.gov](mailto:abo@nola.gov)
  - By mail or in person to:  
Attn: ABO Processing  
City of New Orleans, One Stop Shop  
1340 Poydras St, Suite 800  
New Orleans, LA 70112

### OVERVIEW OF ITEMS TO SUBMIT WITH APPLICATION

- |  |   |
|--|---|
| 1. ABO & Live Entertainment Renewal Form               | 6. Updated floor plan (if changes have occurred)  |
| 2. Proof of local tax clearance from Bureau of Revenue | 7. Updated Acknowledgment of Bar or Restaurant Use Standards (if changes have occurred) |
| 3. Proof of State tax clearance from LDR               | 8. Updated litter abatement plan (if changes have occurred)                             |
| 4. Renewal Fees  |   |
| 5. Executed copy of lease (if changes have occurred)   |   |

### ATTACHMENTS DESCRIBED AND EXPLAINED

- Completed and notarized ABO & LIVE ENTERTAINMENT RENEWAL FORM (pages 2-3 of this packet)
- Local tax clearance from the City of New Orleans Bureau of Revenue. If you did not receive a tax clearance by mail, one may be obtained in person from the Bureau of Revenue, located on the first floor of City Hall at 1300 Perdido St, Room 1W15, New Orleans, LA between 8am and 5pm Monday through Friday; by fax to (504) 658-1606; or by email to [revenue@nola.gov](mailto:revenue@nola.gov). The Bureau of Revenue ABO Unit can also be contacted at (504) 658-1674.
- State tax clearance from Louisiana State Department of Revenue and Taxation, located at 1450 Poydras St, Suite 800, New Orleans, LA. State LDR can be contacted at (225) 219-2272 or [tax.clearance@la.gov](mailto:tax.clearance@la.gov)
- Executed copy of your lease for the upcoming year/lease period **if expired since last renewal**.  
**NOTE:** the lease must be between the landowner and business, and not an individual member/shareholder/partner/etc.
- ABO renewal fees, in accordance with Chapter 10-122 of the City Code of New Orleans:

Alcohol Type	Liquor & Beer	Beer Only
Low content: 6% and lower by volume	\$135	\$135
High content: 6% and higher by volume	\$500	-0-
<b>Total</b>	<b>\$635</b>	<b>\$135</b>

Live entertainment renewal fees, in accordance with Chapter 14-310 of the City Code of New Orleans:

Gross Sales	Non-Profit	For Profit
\$0 - \$10,000	\$125	\$250
\$10,001 - \$50,000	\$250	\$500
Over \$50,000	\$375	\$750

IN-PERSON PAYMENT: Checks, cashier's checks, and money orders. Please make all checks and money orders payable to City of New Orleans

ONLINE PAYMENT: MasterCard, Discover, and Visa. You can pay online by logging in at [onestopapp.nola.gov](http://onestopapp.nola.gov) and searching for this item by application or invoice number after it has been entered into the system.

- Floor Plan/Site Plan (only required if any changes have been made): The entire area that will be occupied by the proposed business needs to be submitted with clear room labels, measurement of all walls of attached and unattached buildings, property lines, doors, windows, patios, holding bars, stages, tables, seating/chair arrangements, food preparation areas and equipment, restrooms, amusement devices, emergency exits, and lighting locations, back of house operations, and any other related features.  
**NOTE:** the diagram must be large enough to be legible, at least 8 1/2" by 11" (letter size).
- [Acknowledgment of Bar Use Standards](#) form or [Acknowledgments of Restaurant Use Standards](#) form.
- [Litter Abatement Checklist](#) approved by the Department of Sanitation (email [sanitation@nola.gov](mailto:sanitation@nola.gov) for more info).



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## 2024-2025 ABO & LIVE ENTERTAINMENT RENEWAL FORM

### BUSINESS INFORMATION

In order to renew your license, please help us verify that we have current contact information for your business. Complete this section annually and whenever updating a Business Trade Name or its ownership.

Application Date \_\_\_\_\_ 2023-24 ABO License No. \_\_\_\_\_ Revenue Account No \_\_\_\_\_

Legal Name of Business \_\_\_\_\_

Trade Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing City \_\_\_\_\_ Mailing State \_\_\_\_\_ Mailing Zip \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_ Contact Phone \_\_\_\_\_

Relation to Business \_\_\_\_\_

Additional Contact Information \_\_\_\_\_

### RENEWAL QUESTIONNAIRE

Have changes to the floor plan or layout of your business occurred in the past year?	Yes	No
Have business hours changed in the past year?	Yes	No
Has live entertainment been added to your business in the past year?	Yes	No
Are you also renewing your Live Entertainment License?	Yes	No

If you answered YES to any of the above, please submit an updated Floor Plan, Site Plan, and [Bar Use Standards](#) or [Restaurant Use Standards](#) form.

### LIVE ENTERTAINMENT

Is your Live Entertainment License for: Indoor Outdoor Both

What is the final ordinance number which authorizes your Live Entertainment? \_\_\_\_\_ M.C.S.

Gross Revenue: \$0 - \$10,000 \$10,001 - \$50,000 Over \$50,000

### ALCOHOL

Does more than 50% of your sales come from the sale of alcoholic beverages? Yes No

Please confirm the following:

ALCOHOL CONTENT: Low Alcohol (beer) High Alcohol (wine/liquor) Both

SALES TYPE: On-premise Off-premise



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## 2024-2025 ABO & LIVE ENTERTAINMENT RENEWAL FORM

### OWNER/AGENT CONTACT UPDATE

If any contact information for any owner or agent of your business has occurred, please use the fields below to update their contact information. If no contact information has changed, please leave these fields blank.

Owner Name \_\_\_\_\_

Relationship to Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing City \_\_\_\_\_ Mailing State \_\_\_\_\_ Mailing Zip \_\_\_\_\_

Owner Email \_\_\_\_\_ Owner Phone \_\_\_\_\_

Agent Name \_\_\_\_\_

Relationship to Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing City \_\_\_\_\_ Mailing State \_\_\_\_\_ Mailing Zip \_\_\_\_\_

Agent Email \_\_\_\_\_ Agent Phone \_\_\_\_\_

### ADDITIONAL CONTACT UPDATES

If you have additional owner/agent contact updates to report, please use the fields below and/or additional copies of this page.

Contact Name \_\_\_\_\_

Relationship to Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing City \_\_\_\_\_ Mailing State \_\_\_\_\_ Mailing Zip \_\_\_\_\_

Contact Email \_\_\_\_\_ Contact Phone \_\_\_\_\_

Contact Name \_\_\_\_\_

Relationship to Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing City \_\_\_\_\_ Mailing State \_\_\_\_\_ Mailing Zip \_\_\_\_\_

Contact Email \_\_\_\_\_ Contact Phone \_\_\_\_\_

