



Date _____
Tracking Number _____

## OCCUPATIONAL AND BUSINESS LICENSE: LIVE ENTERTAINMENT APPLICATION

### INSTRUCTIONS

1. COMPLETE THE CITY OCCUPATIONAL AND BUSINESS LICENSE: LIVE ENTERTAINMENT APPLICATION  
Have you double-checked your application to be sure that ALL fields are complete, all questions have been answered, and the application is signed?
2. COLLECT AND ATTACH THE 4 ITEMS LISTED BELOW TO YOUR APPLICATION
3. SUBMIT THE COMPLETED APPLICATION AND ATTACHMENTS  
Submit the signed and completed application with the attachments by email to [liveentertainment@nola.gov](mailto:liveentertainment@nola.gov), or by mail or in person to:

City of New Orleans One Stop Shop  
Attn: Live Entertainment Processing  
1340 Poydras St, Suite 800

### OVERVIEW OF ITEMS TO SUBMIT WITH APPLICATION

1. City Occupational and Business License: Live Entertainment Application
2. [Acknowledgment of Bar Standards](#) or [Restaurant Use Standards](#) form per CZO 20.3.G or 20.3.ZZ, and required documentation
3. Floor and site plans (recorded drawings if subject to a Conditional Use)
4. Application fees

### ATTACHMENTS DESCRIBED AND EXPLAINED

1. Completed and signed application form (page 2 of this packet)
2. [Acknowledgment of Bar Standards](#) or [Restaurant Use](#) form per CZO 20.3.G or 20.3.ZZ
3. Floor and Site Plans: Floor and site plans showing the entire floor and site area that will be occupied by the proposed business, clearly labeling measurements of all attached and unattached buildings, property lines, doors, windows, patios, holding bars, stages, tables, seating/chair arrangements, food preparation areas and equipment, location/number/type of trash receptacles, and any other related features.  
**Note:** Diagram must be large enough to be legible, at least 8 1/2" by 11" (letter size)
4. Application fees, in accordance with Chapter 14-310 of the City Code of New Orleans.

#### NON-REFUNDABLE APPLICATION FEES

Gross Sales	Non-Profit	For Profit
\$0 - \$10,000	\$125.00	\$250.00
\$10,001 - \$50,000	\$250.00	\$500.00
Over \$50,000	\$375.00	\$750.00

Fees are processed immediately upon receipt. If your application is rejected or denied, fees will NOT be returned or refunded.

FORMS OF IN-PERSON PAYMENT: Checks, cashier's checks, money orders, Visa, MasterCard and Discover. 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 number or invoice number.

5. Noise Abatement Plan
6. Security Plan (Identify Cameras on Floor Plan)
7. Operation Plan (Hours of Operation)

