

REQUIREMENTS FOR NEW ALCOHOLIC BEVERAGE PERMITS

1. A Registration Application, Schedule A, must be completed, signed and notarized.

If the applicant is a Corporation or Limited Liability Company, the following information is required to be submitted:

- The Corporate Certificate or Company Registration from the Secretary of State
- Articles of Incorporation or Articles of Organization
- Minutes of the Meeting, Electing the Current Officers
- Initial Report of the Business

2. A Schedule B must be completed, signed and notarized. An Addendum also must be completed and signed with the Schedule B Application. These forms are on each individual affiliated with the business. The following individuals must complete and return a Schedule B with the Application:

- Each principal corporate officer (President, Vice-President, Treasurer, Secretary, etc.), member, partner or owner must complete a Schedule B and sign an Addendum.
- Managers of the business must complete and sign the Schedule B and Addendum.
- Registered Agents domiciled in this State must submit a Schedule B and an Addendum if the applicant is a Foreign Corporation.

- ** **Naturalized citizens must submit their naturalization number, date and place of issuance.**
- ** **Original Naturalization Certificate must be presented in person, no copies or reproductions will be accepted.**
- ** **Alien residents must submit their Alien Registration Card number, date and place of issuance.**

3. Copy of an Act of Sale or a Photo static copy of a true, bona fide, written lease and sublease, if applicable, of the premises to be permitted must be submitted with the application.

4. **Fees.**

All Alcoholic Beverage Permits will expire on May 31st of every year. If the permit(s) will be for less than six (6) months, then the permit for liquor shall be one half (1/2) of the permit fee in accordance with City Ordinance No. 19964 and Chapter 10-122 of the City Code. The Alcoholic Beverage Processing Fee is the only fee due when the application is submitted. Upon approval, the remaining balance would be due before the permit(s) is issued.

Application Processing Fee	\$1000.00 (Non-refundable)*
Beer	\$135.00
Liquor	\$500.00
Wine	\$300.00
Occupational License	\$ 50.00 minimum (Ordinance No. 19937)

***The ABO Processing fee will increase to \$1,000 effective 1/1/2013. Payment for Liquor and Beer Permits, as well as Occupational License must be made by cashier's check or postal money order.**

If the business is located in the specified districts, additional fees may apply and are as follows:

Processing Fee Description	Fee	Issuance Fee Description	Fee
Central Business District Historic Districts Landmark Commission	\$50	Central Business District Historic Districts Landmark Commission	\$125
New Orleans Historic Districts Landmarks Commission	\$50	New Orleans Historic Districts Landmarks Commission	\$125
Safety & Permits/Moratorium Impacted Area	\$50	Safety & Permits/Moratorium Impacted Area	\$125
Vieux Carre Commission	\$50	Vieux Carre Commission	\$125

If the application for an Alcoholic Beverage Permit is denied, the applicant has the right to appeal the decision. All appeals are handled by the Alcoholic Beverage Control Board. The applicant has ten (10) days from the date of the denial letter to contact the Clerk of Council Office to request a denial hearing. The Clerk of Council can be reached at (504)658-1085.

5. If there will be live entertainment, such as Bands, Dancing, etc., an application for a Mayoralty Permit must be submitted. According to Ordinance No. 19936, Mayoralty Permits are calculated as follows:
 - For orchestras in restaurants or businesses for the purposes of entertainment or dancing when no admission is charged,
 - Initial Permit Fees:.....\$ 150.25
 - For music other than orchestras for entertainment purposes or dancing when no admission is charged or fee exacted, per year
 - Initial Permit Fees:.....\$ 100.25
 - For music for entertainment purposes or dancing where admission is charged or fee exacted in any manner, per year
 - Initial Permit Fees:.....\$ 250.25

6. If the location is in a moratorium area for which you are applying, you must apply to the Clerk of Council in writing to get a waiver to sell alcoholic beverages. The applications could also take between 60-90 days pending City of New Orleans Council approval.
7. If tax deficiencies exist for the applicant or the business location for which the application is made, the applicant must:
 - If tax delinquencies are for the **APPLICANT**:
 - All delinquencies must be satisfied for taxes, etc.
 - Must provide evidence of prior payment
 - If tax delinquencies are for the **BUSINESS LOCATION**:
 - Provide evidence that the applicant has not purchased the business or stock of goods of the previous owner at the business location and complete a notarized affidavit. This may be evidenced by submitting a purchase agreement or purchase invoices for stock of goods and equipment purchased by the applicant.
 - Provide other evidence that tax deficiencies is paid.
8. **A State Department of Revenue Sales Tax Clearance is required before any permit may be issued. Please contact the State Dept. of Revenue for details.**

MANAGER’S PERMITS

Manager Permit applicants must have a valid Louisiana Driver’s License or State Identification. Those individuals employed as managers of alcoholic beverage outlets must possess a valid manager’s permit at all times. Applicants must also possess all the qualifications in order to be issued a manager’s permit. The fees for obtaining a manager’s permit are as follows:

- Manager’s Permit-\$100.00
- Manager’s Photo I.D. Charge-\$5.00

PLEASE COMPLETE THE ATTACHED FORM CONCERNING THE TYPE CLASS YOUR BUSINESS BEST RESEMBLES. IF THIS FORM IS NOT COMPLETED, IT COULD DELAY THE PROCESSING OF YOUR APPLICATION.

DEPARTMENTS TO CONTACT WHEN APPLYING FOR AN ALCOHOLIC BEVERAGE PERMIT:

- CITY OF NEW ORLEANS-ALCOHOLIC BEVERAGE UNIT
1300 PERDIDO ST.-ROOM 1W15
NEW ORLEANS, LA 70112
(504)658-1674 or (504)658-1600
- LOUISIANA DEPARTMENT OF REVENUE AND TAXATION
1450 POYDRAS ST.-SUITE 800
NEW ORLEANS, LA
(504)568-5228
- LOUISIANA STATE DEPARTMENT OF ALCOHOL TOBACCO CONTROL
1450 POYDRAS ST.
NEW ORLEANS, LA 70112
(504)568-5265
- LOUISIANA STATE HEALTH DEPARTMENT
1450 POYDRAS ST.-SUITE 1204
NEW ORLEANS, LA 70112
(504)568-7970
- CITY OF NEW ORLEANS SAFETY & PERMITS DEPARTMENT
1300 PERDIDO ST.-7TH FLOOR
NEW ORLEANS, LA 70112
(504)658-7125
- VIEUX CARRE COMMISSION (IF LOCATION IS IN VIEUX CARRE)
334 ROYAL ST.
NEW ORLEANS, LA 70130
(504)658-1420
- NEW ORLEANS POLICE DEPARTMENT
ALL INQUIRIES CONCERNING THE APPLICATION MAY BE MADE THROUGH THE BUREAU OF REVENUE

THIS AND OTHER APPLICATIONS CAN BE DOWNLOADED FROM THE CITY’S WEBSITE, WWW.NOLA.GOV, AT THE BUREAU OF REVENUE’S WEBPAGE. CLICK THE LINK TO “ONLINE REVENUE DOCUMENTS”