



February 28, 2019

Enclosed you will find your 2019 City of New Orleans Alcoholic Beverage Outlet Renewal form. Pages one (1) and two (2) provide instructions for its completion. Please note that all businesses are required to submit:

1. pages three (3) and four (4) of the "ABO RENEWAL AND UPDATE FORM" completed and notarized,
2. tax clearance from the City of New Orleans Department of Finance, Bureau of Revenue (mailed out in early February 2019),
3. tax clearance from the Louisiana Department of Revenue, and
4. renewal fees.

Additional documents may be required if your operations have changed in the past year.

This is the first year renewals will be submitted directly to the Department of Safety and Permits. To help us ensure we have current information, please include contact information for your businesses owners even if it has not changed. This will help provide better and more consistent communication with you.

Please mail the above and enclosed to the address below.

**Attn: Safety and Permits – ABO
1300 Perdido St, Rm 7W03
New Orleans, LA 70112**

OR Email the above to:

AlcoholPermits@nola.gov

(NOTE: The scan should be high resolution, full color, and include the notarized copy. Emailed renewals must make online or in person payment within 72hrs of email notification by the City or late fees will accrue.)

When your tax clearance form was mailed at the beginning of February, the "City of New Orleans Alcoholic Beverage Renewal Addendum" was also included (shown at right). You may mail the completed form directly back to the Bureau of Revenue at the address below. If you have already returned this form to the Department of Safety and Permits, it will be forwarded directly to the Bureau of Revenue and not scanned, copied, nor held by Safety and Permits.

**Attn: ABO Unit
Bureau of Revenue
1300 Perdido St., Rm 1W15
New Orleans, LA 70112**

**This address is only for the Annual
Renewal Addendum and Tax-Related
Matters**

Month	Alcoholic Beverage Sales	Food & Non-Alcoholic Beverage Sales	All Other Retail Sales
January	00	00	00
February	00	00	00
March	00	00	00
April	00	00	00
May	00	00	00
June	00	00	00
July	00	00	00
August	00	00	00
September	00	00	00
October	00	00	00
November	00	00	00
December	00	00	00
Total Sales	00	00	00

Completed renewal applications are due on Monday, April 1, 2019 per Chapter 10 Section 132(b) of the Code of the City of New Orleans. Applications received after Friday, April 5, 2019, will be assessed a late fee of \$33.75 per month on low-content alcohol permits and \$25 per month on high-content alcohol permits. The zoning administration of Safety and Permits will be reviewing all renewals for compliance with applicable portions of the Comprehensive Zoning Ordinance and Chapter 10 of the Code of the City of New Orleans. Additional information may be required during the renewal process as part of this review.

For your convenience, the attached form has been partially pre-filled. If the information is incorrect or you need another copy, form-fillable PDF copy of this form is available at <https://nola.gov/onestop/>. The link to the form and information are at the top of the page.

This page intentionally left blank.

ABO ANNUAL RENEWAL PACKET

INSTRUCTIONS

1. COMPLETE THE ABO RENEWAL AND UPDATE FORM
Have you double-checked your application (3-4) that ALL fields are complete, all questions have been answered and the application is signed and notarized (page 5)?
2. COLLECT AND ATTACH THE ITEMS LISTED BELOW TO YOUR APPLICATION
3. SUBMIT THE COMPLETED APPLICATION AND ATTACHMENTS
Submit the signed and completed application with the attachments by mail or in person of this application packet to:

Attn: ABO Processing
 City of New Orleans, One Stop
 1300 Perdido St., 7W03
 New Orleans, LA 70112

OVERVIEW OF ITEMS TO SUBMIT WITH APPLICATION

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. ABO RENEWAL AND UPDATE FORM 2. Proof of tax clearance from City’s Bureau of Revenue 3. Proof of tax clearance Louisiana Department of Revenue 4. Renewal fees | <ol style="list-style-type: none"> 5. Executed copy of lease (if applicable) 6. Updated Plot Plan/Layout (if applicable) 7. Updated Acknowledgement of Bar or Restaurant Use Standards (if applicable) 8. Updated Litter Abatement Plan (if applicable) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ATTACHMENTS DESCRIBED AND EXPLAINED

1. Completed, signed ABO RENEWAL AND UPDATE FORM (pages 3-4 of this packet)
2. Proof of tax clearance from City of New Orleans Bureau of Revenue – this was mailed to current ABOs in February of 2019 for the renewal cycle that begins in April of 2019. If you did not receive a tax clearance by mail, one may be obtained in person in located on the first floor of City Hall at 1300 Perdido St., Rm 1W15, New Orleans, LA between 8AM and 5PM Monday through Friday, by fax to 504-658-1606 or by email to abo@nola.gov. The Alcoholic Beverage Unit of the Bureau of Revenue can also be contacted at 504-658-1674.
3. Proof of Tax Clearance from the Louisiana State Department of Revenue and Taxation located at 1450 Poydras St, #850, New Orleans, LA. State LDR can be contacted at 504-568-7028.
4. Renewal fees, in accordance with Chapter 10-122 of the City Code of New Orleans.

NON-REFUNDABLE RENEWAL FEES

	“Liquor & Beer”	“Beer Only”
Low content: 6% and lower by volume	\$135	\$135
High content: 6% and higher by volume	\$500	-0-
Processing Fee	\$1000	\$1,000
Total	\$1,635	\$1,135

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 and searching for this item by application or invoice number.

THE FOLLOWING ITEMS MAY NOT BE APPLICABLE TO ALL RENEWALS.

5. Executed copy of your lease for the upcoming year/lease period, if lease terms or ownership has changed. Attach a copy of the signed and dated lease or management agreement.
Note: the lease or management agreement must be between the landowner and applicant: not an individual member/shareholder/partner, etc.

6. Plot Plan/Layout (Only required if any changes have been made)
A plot plan/layout of the entire floor area that will be occupied by the proposed business clearly labeling measurements 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: Diagram must be large enough to be legible, at least 8 ½" by 11"(letter size).
7. Acknowledgement of Bar or Restaurant Standards form per CZO 20.3.G or 20.3.ZZ (Only required if any changes have been made)
8. Updated Litter Abatement Plan stating how, when, and by whom litter (with contact information) for the business will be managed. Waste disposal contracts should be attached. (Only required if any changes have been made)
 - A Grease Trap Collection Contract is required for restaurants or bars with food service

ABO RENEWAL AND UPDATE 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.

Legal Name of Business _____

Trade Name of Business _____ City Account # _____

Physical Location _____

Mailing Street Address (if changing) _____ City _____ ST _____ Zip _____

Primary Contact Name _____ Contact Phone(s) _____

Contact Email _____ Relationship to Business _____

Preferred Method of Contact _____

- 1. Have any changes to the floor plan or layout of your business occurred in the past year? Yes No
- 2. Have business hours changed in the past year? Yes No
- 3. Has live entertainment been added in your business in the past year? Yes No

If you answered yes to any of the above, please submit the updated Plot Plan/Layout AND Acknowledgement of Bar or Restaurant Use Standards.

- 4. Please confirm the following for our records.
 - a. CONTENT OF ALCOHOL SOLD Low Alcohol (beer) High Alcohol (wine/liquor)
 - b. SALES TYPE On premise Off premise
- 5. Does more than 50% of your business' sales come from the sale of alcoholic beverages? Yes No

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 changed, please leave these fields blank.

Owner/Agent Name _____ Relationship to Business _____

Mailing Street Address _____

Mailing City _____ Mailing State _____ Mailing Zip _____

Email _____ Phone(s) _____

Owner/Agent Name _____ Relationship to Business _____

Mailing Street Address _____

Mailing City _____ Mailing State _____ Mailing Zip _____

Email _____ Phone(s) _____

Owner/Agent Name _____ Relationship to Business _____

Mailing Street Address _____

Mailing City _____ Mailing State _____ Mailing Zip _____

Email _____ Phone(s) _____

