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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)

1. 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
- 3. SUBMIT THE COMPLETED APPLICATION AND ATTACHMENTS:
 - Online at onestopapp.nola.gov Please upload items 1-3 below.
 - By email to 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
- 2. Proof of local tax clearance from Bureau of Revenue
- 3. Proof of State tax clearance from LDR
- 4. Renewal Fees
- 5. Executed copy of lease (if changes have occurred)
- 6. Updated floor plan (if changes have occurred)
- Updated Acknowledgment of Bar or Restaurant Use Standards (if changes have occurred)
- 8. Updated litter abatement plan (if changes have occurred)

ATTACHMENTS DESCRIBED AND EXPLAINED

- 1. Completed and notarized ABO & LIVE ENTERTAINMENT RENEWAL FORM (pages 2-3 of this packet)
- 2. 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. The Bureau of Revenue ABO Unit can also be contacted at (504) 658-1674.
- 3. 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
- Executed copy of your lease for the upcoming year/lease period if expired since last <u>renewal</u>.
 NOTE: the lease must be between the landowner and business, and not an individual member/shareholder/partner/etc.
- 5. 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	-O-
Total	\$635	\$135

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 <u>onestopapp.nola.gov</u> and searching for this item by application or invoice number after it has been entered into the system.

- 6. 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 ½" by 11" (letter size).
- 7. Acknowledgment of Bar Use Standards form or Acknowledgments of Restaurant Use Standards form.
- 8. <u>Litter Abatement Checklist</u> approved by the Department of Sanitation (email <u>sanitation@nola.gov</u> for more info).



ALCOHOL CONTENT:

SALES TYPE:



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2024-2025 ABO & LIVE ENTERTAINMENT RENEWAL FORM

BUSINESS INFORMATION					
In order to renew your license, please he tion annually and whenever updating a B	•		r your business. Co	mplete this s	sec-
Application Date2	2023-24 ABO License No	Revenu	e Account No		
Legal Name of Business					
Trade Name of Business					
Business Address					
Mailing Address					
Mailing City	Mailing Sta	te	Mailing Zip		
Primary Contact Name					
Contact Email		_ Contact Phone			
Relation to Business					
Additional Contact Information					
RENEWAL QUESTIONNAIR	E				
Have changes to the floor plan or lay	out of your business occurred in th	ne past year?	Yes	No	
Have business hours changed in the p	past year?		Yes	No	
Has live entertainment been added to	your business in the past year?		Yes	No	
Are you also renewing your Live Ente	ertainment License?		Yes	No	
If you answered YES to any of the above, <u>Standards</u> form.	please submit an updated Floor P	lan, Site Plan, and <u>Bar</u>	<u>Use Standards</u> or <u>R</u>	<u>estaurant Use</u>	3
LIVE ENTERTAINMENT					
Is your Live Entertainment License fo	or:	Indoor	Outdoor	Both	
What is the final ordinance number v	which authorizes your Live Enterta	inment?			M.C.S.
Gross Revenue: \$0 - \$10,000	\$10,001 - \$50,000	Over \$50,000			
ALCOHOL					
Does more than 50% of your sales co	me from the sale of alcoholic beve	erages?	Yes	No	

Low Alcohol (beer)

Both

Off-premise

High Alcohol (wine/liquor)

On-premise





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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 UP	DATES		
ADDITIONAL CONTACT UP If you have additional owner/agent conta	DATES act updates to report, please use the fields below	and/or additional copies of this page.	
If you have additional owner/agent conta			
If you have additional owner/agent conta	act updates to report, please use the fields below		
If you have additional owner/agent conta Contact Name Relationship to Business	act updates to report, please use the fields below		
If you have additional owner/agent contact Contact Name Relationship to Business Mailing Address	oct updates to report, please use the fields below		
If you have additional owner/agent contact Contact Name Relationship to Business Mailing Address Mailing City	oct updates to report, please use the fields below	Mailing Zip	
If you have additional owner/agent contact Contact Name Relationship to Business Mailing Address Mailing City	nct updates to report, please use the fields below	Mailing Zip	
If you have additional owner/agent contact Contact Name Relationship to Business Mailing Address Mailing City Contact Email	Mailing State Contact Phone	Mailing Zip	
If you have additional owner/agent contact Contact Name Relationship to Business Mailing Address Mailing City	Mailing State Contact Phone	Mailing Zip	
If you have additional owner/agent contact Contact Name Relationship to Business Mailing Address Mailing City Contact Email Contact Name	Mailing State Contact Phone	Mailing Zip	
If you have additional owner/agent contact Contact Name Relationship to Business Mailing Address Mailing City Contact Email Contact Name Relationship to Business Mailing Address	Mailing State Contact Phone	Mailing Zip	





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AUTHORIZATION, ACKNOWLEDGMENTS & AFFIDAVIT

All information obtained as a result of your acknowledgment below will be used in all areas of this application process and any renewals thereof, including the hearings before the Alcoholic Beverage Control Board, or any appeals therefrom.

The below must be signed by:

- If the applicant is an Individual, the same Individual;
- if the applicant is a Partnership, each Partner;
- if the application is a Corporation, an Officer/Director;
- if the applicant is an LLC, an Officer/Director/Member

STATE OF, I	PARISH/COUNTY OF

I do acknowledge and attest:

- 1. that I prepared and signed the above and all required attachments in support of updating or renewing an alcoholic beverage permit application made to the City of New Orleans by the business applicant stated herein;
- 2. that the signature appearing herein is my own, of my own, freely and voluntarily, and is for the intent and purposes herein expressed, and that I swear that the information provided is true and correct;
- 3. that the applicant for this license and its members meet all qualifications and conditions of Chapter 10 of the Code of the City of New Orleans;
- 4. that I understand that any change in ownership or membership in the business applied for must be reported immediately to the City of New Orleans;
- 5. that pursuant to Chapter 10 Sections 10 and 115 of the Code of the City of New Orleans, any person, agent, or employee of the person who shall make a false oath to any report or application required by the provisions of the code shall be guilty of the crime of false swearing and such an action may constitute a violation of Sec.10-6(4) "Concealing violations" serving as a basis for revocation of any license or permit obtained pursuant to this application;
- 6. that Chapter 54 Section 401 and 492 of the Code of the City of New Orleans and the International Building Code, as adopted in Chapter 26 of the Code of the City of New Orleans, restrict the serving of alcoholic beverages onto the sidewalk and rights of way or in any manner causing the obstruction of the same;
- 7. that any temporary change of use including the temporary addition of bars or counters requires separate and additional approval pursuant to Chapter 10 Section 52 of the Code of the City of New Orleans and Section 21.8 of the New Orleans Comprehensive Zoning Ordinance; and
- 8. that any permanent changes to the layout, operating hours, floor space used, security plans, noise production, or alteration of the business location of a retailer who offers consumption on premises will require that a revised Acknowledgment of Bar Use Standards or Acknowledgment of Restaurant Use Standards must be submitted to the Department of Safety and Permits for review prior to implementation.

Further, I hereby acknowledge by signature below that I authorize the Police Department and its agents or employees to release to the Department of Safety and Permits, Department of Finance, Law Department of the City of New Orleans and agents or employees thereof, information received as a result of this application, including but not limited to police reports, arrest records, and any other documentation which makes reference to me. I do further agree to relieve, release, and indemnify the New Orleans Police Department, Department of Safety and Permits, Department of Finance, Law Department, and all agents or employees thereof from any and all liability as a result of the release of this information.

Print Name of Applicant	Applicant Signature	Date
		/ /
Print Name of Applicant	Applicant Signature	Date
Sworn and subscribed before me this	day of	2024.
Print Name of Notary Public	Notary Public Signature	