



# ABO MANAGER RENEWAL LICENSE

## OVERVIEW OF ITEMS TO SUBMIT INCLUDING ATTACHMENTS

- 1. Application Form** | THIS PAGE must be completed, signed, and notarized.
- 2. Color Copy of photo ID of the ABO Manager.** | Driver's License or government-issued ID is acceptable.
- 3. NON-REFUNDABLE Application fees** | Manager's annual permit fee: \$100.00 + \$5.00 for Manager Card

## OPERATIONS INFORMATION

**1. Is this manager license renewal for the same location and same business (LLC, Inc., Etc.) as previously issued?** Yes No

IF THIS ANSWER IS "NO," YOU MUST APPLY FOR A **NEW** MANAGER APPLICATION

**2. Please initial below and acknowledge the following requirements:** **INITIALS**

- No alcoholic beverage outlet shall operate without someone in attendance with managing authority over such establishment. \_\_\_\_\_
- Every place not directly supervised and managed by the owner permittee shall designate a manager to exercise responsibility over the establishment. \_\_\_\_\_
- No owner or manager can simultaneously be in attendance at more than one alcoholic beverage outlet. \_\_\_\_\_
- Owners and managers of such establishments shall notify the Department of Safety and Permits of any change in the managers employed by such establishment within five days of such change. \_\_\_\_\_
- Except spousal requirements, managers must possess all the personal qualifications prescribed by law for owners. Failure of the owner to comply with this section shall constitute a penal violation of this Code. \_\_\_\_\_
- Designated managers shall obtain from the Department of Safety and Permits a "Manager's Identification Card", that contains the name and photo of the manager. \_\_\_\_\_
- I, the appointed manager, have not been removed by ownership and are still permitted to operate on behalf of the ownership group. \_\_\_\_\_
- I confirm the public right-of-way adjacent to the business will be cleared of litter and trash on a daily basis. \_\_\_\_\_

## AUTHORIZATION, ACKNOWLEDGMENTS & AFFIDAVIT

All information obtained as a result of your acknowledgement 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.

STATE OF \_\_\_\_\_, PARISH/COUNTY OF \_\_\_\_\_

Before me, the undersigned Notary Public, personally came and appeared \_\_\_\_\_, the appeared(s) in the above and foregoing instrument, who declared under oath to me, Notary,:

- The person signing this form confirms they prepared it and attached all required documents.
- The signature is their own, made freely and voluntarily, and they swear all information provided is true and correct.
- The applicant meets all the qualifications and conditions in Chapter 10 of the New Orleans City Code.
- The applicant understands that under Chapter 10, Sections 10 and 115, anyone who lies on this application may be charged with false swearing, which can also lead to license or permit revocation under Section 10-6(4).
- City Code Chapter 54-401, Section 492, and the International Building Code prohibit serving alcohol on sidewalks or right of ways if it causes obstruction.
- Temporary changes like adding bars or counters need separate approval under Chapter 10-52 and Section 21.8 of the Zoning Ordinance.
- Permanent changes to the business layout, hours, floor space, security, noise, or location require submitting a revised Acknowledgement of Bar or Restaurant Use Standards to the Department of Safety and Permits before making changes.

Further, the appeared(s) hereby authorize and 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 review, including but not limited to, all police reports, arrest records, whether municipal, state, or federal and any other documentation which make reference to me. I do further agree to relieve, release, and indemnify the City of 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*

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
*Print Name of Notary Public*

\_\_\_\_\_  
*Notary Public Signature*

My commission is for \_\_\_\_\_