

## 2026-2027 ALCOHOLIC BEVERAGE OUTLET RENEWAL FORM

***In accordance with Sec. 10-123(d), this application shall not be used if filing after June 30, 2026***

**COMPLETE THE ABO LICENSE RENEWAL FORM AND UPLOAD THE ITEMS NOTED BELOW TO YOUR [ONE STOP ABO RENEWAL APPLICATION](#). IF YOU DO NOT SEE A RENEW BUTTON ON YOUR ONE STOP ACCOUNT, EMAIL [ABO@NOLA.GOV](mailto:ABO@NOLA.GOV) TO BE CONNECTED TO YOUR ALCOHOL LICENSE ACCOUNT.**

### ATTACHMENTS TO SUBMIT WITH APPLICATION

**Required Documents:**

1. Alcoholic Beverage Outlet License Renewal Application
2. Local Tax Clearance from Bureau of Revenue:
  - Contact Info: City Hall at 1300 Perdido St, Room 1W15, New Orleans, Louisiana, 70112
  - Email: [revenue@nola.gov](mailto:revenue@nola.gov)
  - Phone: (504) 658-1674
3. State Tax Clearance from Louisiana State Department of Revenue and Taxation:
  - Contact Info: 1450 Poydras St, Suite 800, New Orleans, Louisiana 70112
  - Email: [tax.clearance@la.gov](mailto:tax.clearance@la.gov)
  - Phone: (225) 219-2272

**Optional Documents (only required if something has changed):**

1. Updated copy of your lease if expired since last renewal.
2. [Acknowledgment of Bar Use Standards](#) OR [Acknowledgment of Restaurant Use Standards](#)
3. If organizational changes have been made to the business, please submit [Supplement A](#) forms for all new owners of the business (see pages 5-7 in the new ABO application).
4. Site & Floor Plans - The entire floor area that will be occupied by the business with clearly labeled measurements of all rooms, buildings, property lines, doors, windows, patios, holding bars, stages, tables, seating/chair arrangements, food preparation areas and equipment, restrooms, amusement devices, emergency exits, back of house operations, and any other related features.
5. [Litter Abatement Checklist](#) approved by the Department of Sanitation.

**Renewal Fees and Late Fees:**

<b>HIGH CONTENT ANNUAL FEE: \$500 (Deadline April 5, 2026)</b>			
LATE FEES:	Month 1 (April 6 - 30)	Month 2 (May 1 - 31)	Month 3 (June 1 - 30)
	+5%	+10%	+15%
	\$25.00	\$50.00	\$75.00
Total:	\$525.00	\$575.00	\$650.00

<b>LOW CONTENT ANNUAL FEE: \$135 (Deadline April 5, 2026)</b>			
LATE FEES:	Month 1 (April 6 - 30)	Month 2 (May 1 - 31)	Month 3 (June 1 - 30)
	+5%	+10%	+15%
	\$6.75	\$13.50	\$20.25
Total:	\$141.75	\$155.25	\$175.50

**Failure to renew on-time may result in additional fines of up to \$1000 or by imprisonment for not more than six months or both as outlined by [Sec. 10-160. - Fines and penalties](#) of City Code.**

## 2026-2027 ALCOHOLIC BEVERAGE OUTLET RENEWAL FORM

### BUSINESS INFORMATION

Legal Name of Business: \_\_\_\_\_ Application Date: \_\_\_\_\_

Trade Name of Business: \_\_\_\_\_

Active ABO License No: \_\_\_\_\_ Active ABO Manager License No. : \_\_\_\_\_ Revenue Acct No. : \_\_\_\_\_

Business Location Street Address: \_\_\_\_\_, New Orleans, LA \_\_\_\_\_

Mailing Street Address: \_\_\_\_\_

Mailing City: \_\_\_\_\_ Mailing State: \_\_\_\_\_ Mailing Zip: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Relationship to Business: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ Primary Contact Phone: \_\_\_\_\_

Additional Contact Info: \_\_\_\_\_ Relationship to Business: \_\_\_\_\_

### RENEWAL QUESTIONNAIRE

Have changes to the floor plan or layout of your business occurred in the past year? Yes No

Have business hours changed in the past year? Yes No

Have changes to the floor plan or layout of your business occurred in the past year? Yes No

*If you answered YES to any of the above, please submit an updated Floor Plan, Site Plan, and [Bar Use Standards](#) or [Restaurant Use Standards](#) form.*

Does more than 50% of your sales come from the sale of alcoholic beverages? Yes No

Please confirm the following:

SALES TYPE: On-premise Off-premise Both

ALCOHOL CONTENT: Low Alcohol (beer) High Alcohol (liquor) Both Wine Only

Has the doing business as (DBA) name changed since the last ABO license was issued? Yes No

Does the business provide a sidewalk café on public property? Yes No

Does the business provide a parklet on public property? Yes No

Have any new managing members been added to the business? Yes No

*If yes, please provide an updated Supplement A for each new individual.*

## 2026-2027 ALCOHOLIC BEVERAGE OUTLET RENEWAL FORM

### AUTHORIZATION TO SIGN/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 \_\_\_\_\_, 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 hereof, 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

\_\_\_\_\_  
 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 \_\_\_\_\_.