

SHORT ALCOHOLIC BEVERAGE OUTLET APPLICATION

INSTRUCTIONS

UPLOAD THE COMPLETED APPLICATION AND ATTACH THE FOLLOWING DOCUMENTS TO THE ONE STOP APPLICATION (onestopapp.nola.gov):

State of Louisiana Office of Alcohol and Tobacco Control application package	Plot Plan/Layout
ABO Application Short Form	Application fees
Executed copy of your lease, if not owner	Bar Use Form or Restaurant Use Form
Copy of Government Identification Card	

INFORMATION ON TYPES OF ESTABLISHMENTS

When deciding which class and type of permit best suits your business model, please refer to Chapter 10 of the City Code of New Orleans available at https://library.municode.com/la/new_orleans/codes/. Some helpful information is contained below but we encourage you to refer to the state and local laws for a complete listing of requirements.

CLASS A GENERAL per CCNO Ch. 10-53(1):

- where alcoholic beverages are sold on the premises for consumption on or off the premises by paying customers
- that is equipped with a permanent wet bar equipped with a non-movable sink and backbar or similar equipment for public display and to inform the public of brands and flavors offered for sale.
- that is staffed by a bartender whose primary duty is to open and/or prepare alcoholic beverage products for consumption on or off the premises by paying customers or prepared with an appropriate lid or cover on the container for takeout service. Such an establishment must meet all state and city health and zoning requirements as set forth by the state or the city; and
- where city and state law provide that no person under the age of 18 years is allowed on the premises except as provided by R.S. 26:90(A)(8)(a) and 26:286(A)(8)(a).

CLASS A RESTAURANT per CCNO Ch. 10-53(2): (with a valid Class “R” permit issued by the state)

- which operates a place of business whose purpose and primary function is to take orders for and serve food and food items;
- which serves alcoholic beverages in conjunction with meals;
- which serves food on all days of operation;
- which maintains separate sales figures for alcoholic beverages; and
- which operates a fully equipped kitchen used for the preparation of uncooked foods for service and consumption of such foods on the premises of the establishment; and
- which grosses at least 50 percent of its average monthly revenue from the retail sale of food, food items that are prepared for service and consumption on the premises of the establishment, and nonalcoholic beverages.

CLASS B GENERAL RETAIL PERMIT per CCNO Ch. 10-54: includes WINE/LIQUOR

- (high content, as defined by CCNO Ch. 10-1, 6% and higher by volume) and/or BEER ONLY (low content, as defined by CCNO Ch. 10-1, 6% and lower by volume) and permit shall be issued only to an outlet where alcoholic beverage is sold for CONSUMPTION OFF PREMISES by paying customers.

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BUSINESS INFORMATION

Legal Name of Business: _____ Date of Application: _____
 Trade Name of Business: _____ FEIN: _____
 Ownership Type: Individual Partnership Corporation Limited Liability Corporation (LLC) Non-Profit
 Business Location Street Address: _____, New Orleans, LA _____
 Mailing Street Address: _____
 Mailing City: _____ Mailing State: _____ Mailing Zip: _____
 Contact Name: _____ Relationship to Business: _____
 Contact Email: _____ Contact Phone 1: _____
 Contact Phone 2: _____ Preferred Method of Contact: _____

TYPE OF CITY OF NEW ORLEANS LICENSE APPLIED FOR:

- Class A General - Consumption ON Premises (bar, lounge, event, etc)
- Class A Restaurant - subject to CCNO Ch. 10-53(2)
- Class A Restaurant Conditional - subject to CCNO Ch. 20-53(2)
- Class B General - Retail outlet with consumption OFF premises
- Wholesale
- Other: _____

CONTENT OF ALCOHOL TO BE SOLD:

- Low Alcohol (beer)
- High Alcohol (wine/liquor)

SALES TYPE

- On premises
- Off premises

REASON FOR APPLICATION: _____

LOCATION OWNERSHIP INFORMATION

Does the applicant own the premises to be permitted? Yes No

If "No," complete the section below, which is incorporated by the oath sworn on this application.

A copy of this Registration Application and all attachments have been delivered in person to _____,
(lessor name)
 who resides at _____ and who is the legal owner of
(lessor legal address)
 _____, the premises wherein the affiant named below desires to
(business address associated with this application)
 operate the business known as _____ as a _____.
(business name) (type of business)

OPERATIONAL INFORMATION

- Will this business be open exclusively to other alcohol retailers? Yes No
- Is the purpose and primary function of this business to take orders for and to prepare alcoholic beverages? Yes No
- Will live performances (e.g. bands, singers, other performers, DJs, etc.) take place at this establishment? Yes No
- Will admission be charged for performances at this establishment? Yes No
- Is the purpose and primary function of this business to take food orders and serve food/food items? Yes No

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AUTHORIZATION TO SIGN/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. The below must be signed and sworn to by: If the applicant is an Individual, the same Individual; If the applicant is a Partnership, each Partner; If the applicant is a Corporation, an Officer/Director; If the applicant is an LLC, an Officer/Director/Member.

STATE OF _____, COUNTY/PARISH 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,:

- that he/she prepared and signs the above and foregoing OCCUPATIONAL AND BUSINESS LICENSE: ALCOHOLIC BEVERAGE OUTLET APPLICATION including the required attachments, and that the instrument is tendered in support of the Occupational and Business License Master Application for an alcoholic beverage permit made to the City of New Orleans by the business applicant stated herein;
- that the signature appearing hereon is his/her own, of his/her own free and voluntary act and is for intent and purposes therein expressed, and that he/she swears that the information given and all answers therein are true and correct;
- that the applicant for this license and its members meet all qualifications and conditions of Chapter 10 of the City Code of New Orleans;
- that the appeared(s) understands that any change in ownership or membership in the business applied for must be reported immediately to the City of New Orleans;
- that pursuant to Chapter 10, Sections 10 and 115 of the City Code of New Orleans any person or any agent or employee of any person who shall make false oath to any report or application required by the provisions of this chapter shall be guilty of the crime of false swearing and such an action may constitute a violation of Sec.10-6(4) "Concealing violations" as basis for revocation of any license or permit obtained pursuant to this application;
- that Chapter 54-401 of the City Code & 492 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 on to sidewalk and right of ways and in any manner that causing the obstruction of the same;
- that any temporary change of use including the temporary addition of bars or counters requires separate and additional approval pursuant to Chapter 10-52 of the City Code of New Orleans and Section 21.8 of the New Orleans Comprehensive Zoning Ordinance; and,
- 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 the Acknowledgement of Bar Use Standards or the Acknowledgement of Restaurant Use Standards must be submitted to the Department of Safety of Permits for review prior to implementation.

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

 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 _____.