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## OCCUPATIONAL AND BUSINESS LICENSE ALCOHOLIC BEVERAGE OUTLET PACKET

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### INSTRUCTIONS

1. COMPLETE THE CITY OCCUPATIONAL AND BUSINESS LICENSE: ABO APPLICATION SHORT 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 7 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

1. State of Louisiana Office of Alcohol and Tobacco Control application package
2. City Occupational and Business License: ABO Application Short Form
3. Executed copy of your lease, if not owner
4. Proof of tax clearance from City Bureau of Revenue
5. Plot Plan/Layout
6. Application fees
7. Acknowledgement of Bar or Restaurant Use Standards

### ATTACHMENTS DESCRIBED AND EXPLAINED

1. Completed and signed State of Louisiana Office of Alcohol and Tobacco Control application form identical to the one submitted to same and inclusive of all attachments thereto.
2. Completed, signed, and notarized application Occupational and Business License: ABO Application Short Form (pages 3-4 of this packet)
3. Executed copy of your lease, if not owner  
If the applicant DOES NOT own the premise to be permitted:
  - 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.
4. Proof of tax clearance from City of New Orleans Bureau of Revenue located on the first floor of City Hall at 1300 Perdido St., Rm 1W15, New Orleans, LA 70112.
5. Plot Plan/Layout  
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).
6. Application fees, in accordance with Chapter 10-122 of the City Code of New Orleans.  
NON-REFUNDABLE APPLICATION FEES
  - Alcoholic beverage outlet application processing fee: \$1,000.00  
(new applications & renewal of applications)
  - Manager's annual permit fee: \$100.00

- An additional \$50.00 nonrefundable processing fee must be paid at the time of application if the business is located in:
  - the Vieux Carré
  - the New Orleans Historic District Landmarks Commission (NO HDLC)
  - the Central Business District Historic District Landmarks Commission (CBD HDLC), or
  - any area of the city that is subject to any moratorium on the issuance of alcoholic beverage permits at the time of application

Fees are processed immediately upon receipt. If your application is rejected or denied, fees will NOT be returned or refunded.

**PRIOR TO THE ISSUANCE OF THE LICENSE, THE FOLLOWING ADDITIONAL FEES ARE DUE:**

- If the business is located in Vieux Carré, NO HDLC, CBD HDLC, or a moratorium district at the time of application, an additional fee of \$125.00 must be paid.
- RETAIL or WHOLESAL BEER ONLY (low content: 6% and lower by volume) = \$135.00
- RETAIL or WHOLESAL WINE/LIQUOR (high content: 6% and higher by volume) = \$500

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.

7. Acknowledgement of Bar or Restaurant Use Standards

**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/](https://library.municode.com/la/new_orleans/codes/). Some helpful information is contained below, but encourages you to refer to the particular state and local laws for a complete listing of requirements.

CITY OF NEW ORLEANS CLASS A-GENERAL per CCNO Ch. 10-53(1): 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 issued to a retail outlet:

- where alcoholic beverages are sold on the premises for consumption on or off the premises 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 provides 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).

CITY OF NEW ORLEANS CLASS A-RESTAURANT per CCNO Ch. 10-53(2): 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 issued to a restaurant:

- 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.

CITY OF NEW ORLEANS 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.

**OCCUPATIONAL AND BUSINESS LICENSE: ABO APPLICATION**

**SHORT FORM**

**BUSINESS INFORMATION**

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

Trade Name of Business \_\_\_\_\_ FEIN \_\_\_\_\_

Ownership Type:  Individual  Partnership  Corporation  Limited Liability Company (LLC)  Non-Profit

Business Location Street Address \_\_\_\_\_, New Orleans, LA \_\_\_\_\_  
(zip code)

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

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

Contact Name \_\_\_\_\_ Contact Phone(s) \_\_\_\_\_

Contact Email \_\_\_\_\_ Relationship to Business \_\_\_\_\_

Preferred Method of Contact \_\_\_\_\_

TYPE OF CITY OF NEW ORLEANS LICENSE APPLIED FOR:

- Class A General - Retail outlet, 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.10-53(2)
- Class B General - Retail outlet with consumption OFF premises  
(retail store, grocery, etc.)
- Wholesale
- Other: \_\_\_\_\_

CONTENT OF ALCOHOL TO BE SOLD:

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

SALES TYPE:

- On premise
- Off premise

Reason for Application:  New Business  Purchase of Existing Business  Other Change in Ownership

**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

**OCCUPATIONAL AND BUSINESS LICENSE: ABO APPLICATION**

**SHORT FORM**

**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 LOUISIANA, PARISH OF ORLEANS

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 THIS FORM the required attachments, and that the instrument is along with a full and completed notarized identical copy of the application made to the Louisiana Office of Alcohol and Tobacco Control Application inclusive all forms and schedules for same business and location, in lieu of the OCCUPATIONAL AND BUSINESS LICENSE: ALCOHOLIC BEVERAGE OUTLET 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 \_\_\_\_\_