

Ernest P. Legier, Jr., Commissioner

**FOR INFORMATION AND QUESTIONS**

Visit ATC's website at [www.atc.la.gov](http://www.atc.la.gov) or contact ATC at (225) 925-4041. Customer Service Representatives are available Monday-Friday 8:00 a.m. to 4:30 p.m. (excluding Holidays).

**Important Message to all Applicants:**

Although the state has thirty-five (35) days to investigate and review submitted applications, we would like to assure you that it our goal to issue your permit as quickly as possible. Typically, licensing delays are a result of applicant not carefully reading and completing the application packet or not submitting all required documents. There are no exceptions to the statutory requirements to obtain an alcoholic beverage permit. As such, please assist us in permitting your business quickly by ensuring that you have carefully reviewed the application and supplied all necessary documentation. Please use the enclosed checklist and instructions to guide you through the application process and feel free to contact us at the number above for additional guidance.

**WHO MUST COMPLETE THIS APPLICATION?**

Any person, legal entity including but not limited to corporations, partnerships, LLCs or other organizations shall complete this application and obtain a permit prior to engaging in the sale, offer for sale, serving, storing, handling, or otherwise engaging in any business transaction related to alcohol beverages. NOTE: Louisiana issues permit(s) ~~may~~ per location. A separate alcoholic beverage application (with separate address) and permit is required for **each** "place of business."

**WHERE DO I SUBMIT OR MAIL THIS APPLICATION?**

We recommend applicants register with ATC's Online licensing system by visiting <https://laatcab.atc.la.gov/laatcprod/pub/Login.aspx> and by submitting applications online. Applicants may also mail applications to 7979 Independence Blvd. Suite 101, Baton Rouge, LA 70806 or P.O. Box 66404, Baton Rouge, LA 70896. Alternatively, applications may be submitted in person at any of the following ATC offices:

**Baton Rouge Customer Service Window**

7979 Independence Blvd. Suite 101  
Baton Rouge, LA 70806  
Hours of Operation: 8 AM to 4:30 PM (M-F)  
Phone: (225) 925-4041

**New Orleans Customer Service Window**

1450 Poydras Street, Suite 850  
New Orleans, LA 70112  
Hours of Operations: 8 AM to 4:30 PM (M-F)  
Phone: (504) 568-7028

**Lafayette Customer Service Window**

200 Dulles Drive  
Lafayette, LA 70506  
Hours of Operation: 8-12 PM & 1-4 PM (M-F)  
Phone: (337) 948-0346

**AM I ELIGIBLE TO SUBMIT THIS APPLICATION?**

In accordance with La. R.S. 26:80 & 26:280, Applicants for state and local alcohol permits of all kinds shall demonstrate that they meet all of the following qualifications and conditions:

- 1) Be a person of good character and reputation and over eighteen (18) years of age.
- 2) Be a citizen of U.S. and the state of Louisiana and a resident of the state of Louisiana continuously for a period of not less than two years.
- 3) Be the owner of the premises, or have a bona fide written lease
- 4) Have not been convicted of distributing or possessing with the intent to distribute any SCH I CDS on any premises licensed pursuant to this Title.
- 5) Have not been convicted of a felony under the laws of the U.S., Louisiana or any other state or country.
- 6) Have not been convicted of soliciting for prostitution, pandering, letting premises for prostitution, contributing to delinquency of juveniles, keeping a disorderly place or illegally dealing in CDS.
- 7) Have not been convicted of theft, false statements or gambling, if applying for video gaming license.
- 8) Have not had a license or permit to deal or deal in alcoholic beverages revoked within two (2) years prior to the application.
- 9) Have not been adjudged by the commissioner or convicted by a court of violating any of the provisions of this Chapter.
- 10) Have not been convicted of violating any municipal or parish ordinances adopted pursuant to this Chapter.
- 11) Not be a spouse of a person who does not meet the requirements of La. R.S. 26:80 & 26:280 as required by law.
- 12) Not owe the state or local governmental subdivisions in which the application is made any delinquent sales taxes, penalties, or interest.

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## WHAT IS THE APPLICATION PROCESS AND WHAT DO I NEED TO SUBMIT?

- Submit the Notice of Intent (NOI) Poster Application. See Step 1.
- Complete and submit the signed application. See Step 2.
- Contact local newspaper & publish Newspaper Ad
- Registered with Secretary of State - Corporate Documents
- Complete Suitability Documents for each required person
- Obtain a copy of your bona fide lease or management agreement
- Apply for local alcohol permit & obtain proof
- Complete Fingerprint Disclosure &
- Complete 2 sets of Fingerprint Cards
- Copy of each required person's colored identification card

## INSTRUCTIONS & MORE DETAILED INFORMATION

# 1

### SUBMISSION OF THE NOTICE OF INTENT (NOI) POSTER APPLICATION

#### ❖ PREMISE HAS BEEN LICENSED WITHIN SIX (6) MONTHS

If the premise you are applying to permit has held an alcoholic beverage permit within the last six (6) months, you may submit the NOI application AND your alcohol beverage permit packet at the same time. The NOI Poster ~~will be~~ is required to be displayed outside the premises to be licensed and said poster is required to be visible to the public for a minimum of fifteen (15) days.

#### ❖ PREMISE HAS NOT BEEN LICENSED MORE THAN SIX (6) MONTHS

If the premise you are applying to permit has **NOT** held an alcoholic beverage permit for more than six months, then you are required to submit your NOI application, receive your NOI poster, and hang the NOI poster outside the premise to be licensed for at least fifteen (15) days **BEFORE** submitting the completed alcoholic beverage application.

- ❖ Please do **not** submit the NOI application if the business is still under construction.

# 2

### COMPLETE YOUR ALCOHOL BEVERAGE APPLICATION

- ❖ Verify that ALL questions and fields are completed.
- ❖ Verify that an authorized representative signs the application and that the application is notarized.

**WARNING: FAILURE TO ANSWER ALL QUESTIONS OR PROVIDE ALL REQUIRED AND REQUESTED INFORMATION MAY RESULT IN SIGNIFICANT PROCESSING DELAYS AND/OR THE DENIAL OF YOUR APPLICATION.**

# 3

### ATTACH THE FOLLOWING ITEMS TO YOUR APPLICATION

- ❖ Proof of publication and Newspaper Ad
- ❖ Suitability Documents for each required person
  - Schedule A Form,
  - Schedule F Form (if applicable)
  - ~~Fingerprint~~ Colored copy of driver's license or identification card per required person
  - Fingerprint Disclosure Forms
  - Two (2) sets of fingerprint cards per required person
  - \$39.25 check issued to Louisiana State Police per required person
- ❖ Corporate Documents
- ❖ Bona fide lease or equivalent such as management agreement
- ❖ Diagram of Premises



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- ❖ Copy of Local Permit or Proof Local application was submitted
- ❖ Copy of Louisiana Sale Tax Certificate as issued by Louisiana Department of Revenue
- ❖ Copy of Louisiana Resale Certificate as issued by Louisiana Department of Revenue (if applicable)
- ❖ Application Fees

### **PROOF OF PUBLICATION & NEWSPAPER AD**

- ❖ Provide a copy of letter verifying proof of publication from the city or parish newspaper where the business ~~be~~ is located; AND
- ❖ Provide a copy of the newspaper ad that ran in the newspaper. The ad is only required to be run one time and is valid for ninety (90) days

#### EXAMPLE OF NEWSPAPER AD

ABC Inc. d/b/a ABC Mart is applying to the Office of Alcohol and Tobacco Control of the state of Louisiana for a permit to sell beverages of high and/or low content at retail in the Parish of East Baton Rouge, at the following address:

123 ABC Street, Baton Rouge, LA 70806  
Members: John & Jane Doe.

### **SUITABILITY FORMS**

- 1) SCHEDULE A FORM - All applications must include ~~with a~~ completed, signed and notarized Schedule A(s): Personal disclosure forms are to be completed by EACH partner, officer, director, managing member, and any person, owner, or member owning in aggregate of more than 5% of the stock or of the membership interest in a limited liability company, and all appointed managers or any person who manages in part or in whole the operation of the establishment to be licensed.
- 2) DRIVER'S LICENSE - Each person submitting a Schedule A Form must submit a colored copy of their driver's license or personal identification card.
- 3) SCHEDULE F FORM - If any person submitting a Schedule A or their spouse have been arrested or convicted of any felony charges, then the applicant must complete a Schedule F: Criminal Disclosure Form and submit a disposition of each arrest or conviction. Misstatement or suppression of material fact on any application is ground for denial or revocation of any permit(s).
- 4) FINGERPRINT DISCLOSURE FORM - Each person must complete Fingerprint Disclosure Forms.
- 5) FINGERPRINT CARDS - Each person must submit two (2) sets of fingerprint cards.
- 6) FINGERPRINT FEES - Each person submitting fingerprint cards must also submit a check issued to Louisiana State Police for \$39.25.

### **CORPORATE DOCUMENTS**

- ❖ If Applicant is a CORPORATION or LLC, then the applicant is required to submit a copy of the Articles of Incorporation or Articles of Organization. Applicant must be registered with the Louisiana Secretary of State and must be "in good standing."
- ❖ If Applicant is a PARTNERSHIP, applicant is required to submit a signed and notarized copy of the Partnership Agreement.
- ❖ If Applicant is ANY OTHER LEGAL ENTITY, then the applicant is required to submit a copy of the business legal paperwork as filed with the Louisiana Secretary of State.



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- ❖ If Applicant is a SOLE PROPRIETOR or INDIVIDUAL SOLE OWNER, then the applicant is not required to submit any corporate documentation.

### **BONA-FIDE LEASE OR EQUIVALENT**

In order to qualify for an alcohol permit, Applicant(s) must be the owner of the premise or hold a bona-fide written lease. In such case, the Applicant is required to submit a copy of the signed and dated lease. If applicable, the Applicant may submit a copy of the management agreement in lieu of a lease.

NOTE: The lease or management agreement MUST be between the property owner and Applicant; not the individual, member, officer, partner etc.

### **DIAGRAM**

Applicants are required to submit a diagram/drawing of the premises to be licensed that depicts the location of the premises to be licensed and include: all entrances, exits, restrooms, bars, tables, kitchen, storage areas, offices, patios, porches, and any other area encompassed with the premise to be licensed.

NOTE: Diagram must be large enough to be legible and at 8 ½' x 11' (letter size).

### **LOCAL ALCOHOLIC BEVERAGE PERMIT**

Applicant is required to submit proof that applicant it has obtained or applied for a local alcoholic beverage permit PRIOR TO receiving your official state alcohol permit. Example of Proof: (1) Copy of local permit; (1) Copy of local application, stamped with receipt.

NOTE: You may be issued a temporary permit that is valid for up to thirty-five (35) days if you meet all other requirements prior to issuance of the local permit. HOWEVER, such issuance does not allow applicants to begin engaging in the sale or service of alcoholic beverages. Louisiana law requires that applicant hold a valid State AND local permit prior to engaging in alcohol service.

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## APPLICATION FOR A CLASS A-EXCEPTION HOTEL/LODGING ALCOHOL PERMIT

**NOTICE TO APPLICANT:** Misstatement or Suppression of material facts in this application is GROUNDS FOR DENIAL of this application. Additionally, filing false public records is a violation of Louisiana Revised Statute 14:133 and may result in imprisonment for not more than five (5) years with or without hard labor and/or fines of not more than \$5000.00.

Business Information		
1. Type of Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____		
2. Owner/Entity Legal Name: (Name of individual, LLC, or Corporation)		
3. Trade Name (D/B/A):		
4. Business Physical Address: (Street address, City, Zip code)		
5. Are you within City limits? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Mailing Address: (If different from physical address)		
7. Business Email Address:	8. Business Contact Number: <input type="checkbox"/> Cell <input type="checkbox"/> Business	
9. Federal Employee Identification No. (FEIN)	10. Louisiana State Identification No.	
11. Does Applicant own the premises to be licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, provide below Landlord Contact information: (Name, Address, Phone Number)		
12. Does Business consent to receive ATC communications, administrative notices, and/or administrative decisions in electronic format via email?  If "YES" – list email address: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	Initials:

### Ownership/Corporate Structure

If the applicant is not an individual (sole proprietorship), list the name, title, and percentage of ownership of each person. All partners, stockholders, officers, directors, members, and/or any person owning more than 5% of the stock or of the membership interest in a limited liability company must submit suitability documents including Schedule A, Schedule F, and fingerprints with authorization and disclosure form.

**\*EACH PERSON listed below shall be required to submit a completed Schedule A, F and Fingerprint form\***

**\*\* owner, officer, director, stockholder, trustee, beneficiary, managing member, member, partner, financial backer, manager**

**\* If owned by multiple legal entities, attach organizational chart.**

Name of Individual	SSN	Type of interest **	% of Interest

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Management Information	
13. Is applicant's business to be conducted wholly or partly by one or more managers or other representatives? If YES, each person must submit a completed Schedule A and Schedule F, if applicable. If Yes, Complete Below.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Manager's Full Name	Title

Business Qualifications	
14. Has a local (city, town, parish) alcoholic permit been issued? If NO, list date local alcoholic beverage permit has been applied for. _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
15. Have you submitted a NOI poster application and posted the NOI poster in plain view outside the entrance of the premises to be licensed for fifteen (15) consecutive days?	<input type="checkbox"/> YES <input type="checkbox"/> NO
16. Applicant understands that if the location to be licensed has not been permitted within the last six (6) months and the NOI poster has not been posted for fifteen (15) consecutive days, applicant's application shall not be processed and shall be denied.	<input type="checkbox"/> YES <input type="checkbox"/> NO
17. Has a valid health certificate been issued by the Department of Health? If Yes, provide date of expiration. If No, contact DHH at (225) 342-9500.	<input type="checkbox"/> YES <input type="checkbox"/> NO  Date: _____
18. Does Applicant operate an establishment that consists of sleeping rooms, cottages, or cabins such as a hotel, bed & breakfast or other form of lodging operation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
19. Does the location maintain a minimum of five hundred (500) square feet of public habitable space dedicated to the exclusive use of applicant's business?	<input type="checkbox"/> YES <input type="checkbox"/> NO
20. Does Applicant operate a restaurant or dining area whose primary function is to take orders and serve food and food items and where alcoholic beverages may be served in conjunction with meals for on premise consumption?	<input type="checkbox"/> YES <input type="checkbox"/> NO
21. Is location equipped with a permanent wet bar equipped with a non-movable sink and a backbar or similar equipment for public display that informs the public of brands and flavors offered for sale?	<input type="checkbox"/> YES <input type="checkbox"/> NO
22. Does Applicant intend to sell or offer for sale food in the designated dining areas on all days of operations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
23. Does Applicant intend to sell or offer for sale packaged alcoholic beverages from a designated area (as provided on diagram) to only patrons occupying its sleeping rooms, cottages, or cabins?	<input type="checkbox"/> YES <input type="checkbox"/> NO
24. Does Applicant intend to offer complimentary drinks to patrons who are occupying its sleeping rooms, cottages, or cabins?	<input type="checkbox"/> YES <input type="checkbox"/> NO
25. Does Applicant intend to offer mini-bars that are properly restricted from persons under the age of twenty-one (21)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
26. Does Applicant maintain banquet and conference rooms whereby alcohol service may be offered?	<input type="checkbox"/> YES <input type="checkbox"/> NO
27. Does Applicant understand that it MUST HOLD EXCLUSIVE control of the entire licensed premise with respect to the sale of alcoholic beverages and any arrangement that surrenders such control of the employees, premises or business, including profit and losses, to any other person than the permit-holder is unlawful?	<input type="checkbox"/> YES <input type="checkbox"/> NO
28. Is ALL CONSTRUCTION and/or remodeling complete? If No, application may be denied at the time of inspection. Provide date of expected completion date: _____.	<input type="checkbox"/> YES <input type="checkbox"/> NO
29. Has Applicant obtained all required occupational and health licenses, including local and state permits?	<input type="checkbox"/> YES <input type="checkbox"/> NO
30. Is Applicant in compliance with all state and local building, fire, health, and other applicable requirements?	<input type="checkbox"/> YES <input type="checkbox"/> NO
31. Does Applicant understand that all employees who sell or serve alcohol must be certified in accordance with La. R.S. 26:931, et. seq.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
32. Has Applicant fully reviewed and complied with all other provisions of Title 26 of the Louisiana Revised Statutes and Title 55 of the Louisiana Administrative Code?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Disclosure of Other Interest in Alcohol Industry & Unfair Business and Trade Practices	
33. Does Applicant (any directors, officers, members, managers, or owners) and/or Applicant's spouse hold any ownership interest in an alcoholic beverage wholesale, distributor or manufacturer/supplier permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
34. Does Applicant understand that it is prohibited from directly or indirectly having any overlapping ownership or other prohibited relationship with those engaged in the business related to alcoholic beverage industry members, including wholesalers and manufacturers?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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<b>Disclosure of Other Interest in Alcohol Industry &amp; Unfair Business and Trade Practices</b>	
35. Does Applicant (any directors, officers, members, managers, or owners) or spouse receive any proceeds or profits from any alcoholic beverage wholesaler or manufacturer? If Yes, then please attach an explanation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
36. Does Applicant understand that alcoholic beverage manufacturers and/or wholesalers are prohibited from providing an alcohol retailer with anything of value unless explicitly enumerated as an exception as provided by law or regulation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
37. Does Applicant understand that manufacturers and wholesalers are prohibited from inducing or otherwise influencing, directly or indirectly, a retailer from selling and/or serving its products to the exclusion, in whole or in part, of products of other manufacturers and/or wholesalers, including but not limited to influencing the retailer in any way regarding the quality or brand of alcoholic beverages bought or sold by the retailer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
38. Does Applicant understand that retailers are prohibited from accepting or requiring any such inducement or other influence and anyone found in violation of the trade practices laws and regulation of the State of Louisiana is subject to penalties, suspension or revocation of its permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>Checklist of Form Required to be Submitted with Application</b>	
<b>Failure to submit all required documents may significantly delay processing of your application or result in denial of your application.</b>	
1. Attach a copy of proof of newspaper ad and publication, including a letter from the city or parish newspaper where the business will be located and a copy of the ad ran in the newspaper.	
2. Attach Schedule A – Personal Disclosure Form completed by all <b><u>EACH PERSON</u></b> , new owner, officer, director, member, partner, stockholder, shareholder, or any other person as required under La. R.S. 26:80 & 26:280.	
3. Attach a colored copy of the Driver’s License for <b><u>EACH PERSON</u></b> , submitting a Schedule A form.	
4. Attach ATC Fingerprint Authorization and Disclosure Form completed by <b><u>EACH PERSON</u></b> with all fingerprint fees (\$39.25 per person). Submit a business check, money order, or cashier’s check for \$39.25 made out to Louisiana State Police for each set of fingerprints submitted.	
5. Attach a copy of Applicant’s Corporate Documents. Example: Articles of Incorporation or Article of Organization as obtained from Secretary of State, notarized partnership agreement, or any other agreement or forms filed with the Secretary of State.	
6. Attach proof of registration and good standing with the Louisiana Secretary of State.	
7. Attached a copy of proof of property ownership, a bona fide written lease or management agreement that is signed and dated by an authorized representative listed in application. Note: Lease must be between applicant and lessor.	
8. Attach a copy of Applicant’s Louisiana Tax Clearance certificate as issued by the Louisiana Department of Revenue.	
9. Attach a copy of its Louisiana Resale Certificate as issued by the Louisiana Department of Revenue	
10. Attach a copy of a diagram or drawing of the premises to be licensed which depicts the location of all entrances, exits, restrooms, bars, tables, kitchen, storage area, office, patios, porches, bar areas etc. <b>**Diagram Must be legible and at least 8 ½” x 11” (letter size)</b>	
11. Attach a copy of proof applicant has submitted an application to the locals for an alcoholic beverage permit or provide a copy of the local permit issued.	
12. Attach Application Fees as listed below. Failure to submit fees may result in denial or significant delays in the application process.	

<b>APPLICATION FEES*</b>	
<b>A \$50.00 Responsibility Vendor Fee (Required for each permitted establishment and is calculated into the total application fee as listed below)</b>	
<input type="checkbox"/> Class A-General (AG) permit – ONLY BEER of Low content (6% or less)	\$120.00
<input type="checkbox"/> Class A-General (AG) permit – BEER of Low (<6%) and high content (>6%) – • Inside Village, town or unincorporated area	\$220.00
<input type="checkbox"/> Class A-General (AG) permit – BEER of Low (<6%) and high content (>6%) – • Inside City Limits	\$320.00
<input type="checkbox"/> Class A-General (AG) permit – BEER and LIQUOR/SPIRITS including WINE • Inside Village, town or unincorporated area	\$220.00
<input type="checkbox"/> Class A-General (AG) permit – BEER and LIQUOR/SPIRITS including WINE • Inside City Limits	\$320.00
<input type="checkbox"/> Class A-General (AG) permit – ONLY BEER and WINE (High & low content)	\$150.00

**\*\*Only Personal/Business checks, cashier check, money order, or Credit Cards accepted. Upon submission, all application fees are non-refundable.**

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**APPLICATION AFFIDAVIT**

<b>WARNING &amp; SIGNATURE</b>	<b><i>If Applicant is:</i></b>	<b><i>Must Sign:</i></b>
	Individual / Sole Proprietor	<b><i>Individual Owner</i></b>
	Partnership	Any Partner
	Limited Liability Corporation (LLC)	Member, managing member, officer, director
	Corporation	Officer, Director

*BY SIGNING BELOW, YOU ARE SWEARING, UNDER OATH, that you have read each of the questions in this application and that all answers are true and correct to the best of your knowledge, that you meet all the qualifications and conditions as set forth under La. R.S. 26:80 and 26:280; that you have complied with the notice requirements contained in La. R.S. 26:77 and 26:277; and that you have no interest in any business that holds a wholesale's or manufacturer's license issued by the Louisiana Office of Alcohol and Tobacco Control. You are also swearing, under oath that pursuant to La. R.S. 26:934, you have read and certify you understand the information provided in the responsible vendor handbook and any amendments thereto, that you understand your obligations as an alcoholic beverage permit holder the responsible vendor program, and that you have enrolled in the program. The responsible vendor handbook and amendments are available for download at [www.atc.la.gov](http://www.atc.la.gov).*

\_\_\_\_\_  
Print Name (Owner, Officer, Member)

\_\_\_\_\_  
Signature of Owner, Officer, Member

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Notary Use Only**

Sworn to and subscribed to me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the parish/county of \_\_\_\_\_,  
State of \_\_\_\_\_

\_\_\_\_\_  
Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

*Office Use  
Only*

Job Number

Processed By & Date:

Approval By & Date: