

State of Louisiana  
Office of Alcohol and Tobacco Control

JEFF LANDRY  
GOVERNOR



RICHARD NELSON  
SECRETARY

ERNEST P. LEGIER, JR.  
ATC COMMISSIONER

**ALCOHOL DELIVERY INFORMATION: OFF PREMISE CONSUMPTION PERMITS**

In accordance with La. R.S. 26:153 & 26:271.2, "delivery" of alcoholic beverages are allowed by certain alcohol retail dealers or a third party through the alcoholic establishment of certain alcohol beverage permits. Delivery of alcoholic beverages is prohibited unless expressly approved by the commissioner upon issuance of an alcoholic beverage delivery permit.

**PERMIT FEE – See La. R.S. 26:271.4**

**Attached Retailer Delivery Permit: \$250.00**

**REQUIREMENT – See La. R.S. 26:153, 26:271.2, 26:274A, and 26:309.**

1. Possess a valid and current Class B permit as defined in R.S. 26:2(19) or possess a valid and current permit that allows the retailer to sell alcoholic beverages for off-premise consumption.
2. If contracting a third party delivery service or company to deliver on behalf of permittee, possess a written agreement that meets the requirement set forth in R.S. 26:309.

**DEFINITIONS – See La. R.S. 26:2 and 26:271.2.**

**"Delivery"** means a delivery of an alcoholic beverage by a liquor retailer permitted pursuant to R.S. 26L71A(3)(b) or by a retailer permitted to sell alcoholic beverages for off premise consumption and their employees. See La. R.S. 26:2(7).

**"Liquor Retailer"** means any dealer, other than a manufacturer or wholesaler, who sells, offers for sale, exposes for sale, or has in his possession for sale or distribution any alcoholic beverages in any quantity. See La. R.S. 26:2(13) & 26:153.

**"Package house Class B"** means any place consisting of no less than five hundred square feet of public habitable area which sells alcoholic beverages factory sealed containers for transportation and consumption off the premises and where no person is allowed to tamper with or otherwise disrupt the manufacturer's seal on or about the premise. See La. R.S. 26:2(19).

**"Third Party"** means an independent technology company that operates a website or consumer application on which the independent liquor retailers market their products. Such third party company shall not deal, handle, sell, offer for sale, or possess for sale alcoholic beverages or process payments for the sale of alcoholic beverages.

**"Third Party Delivery Service or Company"** means for the purpose of R.S. 26:309, a third party delivery service that is licensed to do business in the state of Louisiana, permitted with the Louisiana Office of Alcohol and Tobacco Control, and uses their own W-2 employees for delivery and who has entered into a written agreement with a retail dealer for the delivery of alcoholic beverages and said agreement meets all the requirements as set forth by law.

**DELIVERY ORDERS – See La. R.S. 26:309G; 26:153A(11) and 26:307A(11)**

1. Permittee or an employee of permittee shall assemble, package, or fulfill each order at the permittee's premises that accepted the order.
2. Only alcoholic beverages purchased from a licensed wholesale dealer may be offered for delivery.
3. Permittee shall manage and control the sale of alcoholic beverages.
4. Permittee shall determine the alcoholic beverages to be offered for sale through a third party technology company, application, platform, or other similar technology.
5. Permittee shall determine the price at which alcoholic beverages are offered for sale or sold through the independent technology platform.
6. Permittee shall have control in determining whether to accept or reject any order placed for alcoholic beverages through the independent technology platform or if delivered by third party delivery service.
7. Permittee shall be responsible to collect and remit all applicable state and local taxes.

**EMPLOYEES – DELIVERY "DRIVER" – See La. R.S.26:309C(11)**

1. Employees ("Delivery driver") must be eighteen (18) years of age or older.
2. Permittee must file an IRS W-2 form for employee who delivers. Independent contractors or 1099 employees are prohibited.
3. Employee must possess a valid server permit as provided for in R.S. 26:931 et. seq.
4. Upon rejection of any order at the time of delivery, employee shall return all orders to permittee's place of business.

**ALCOHOL DELIVERY RECORDS - See La. R.S. 26:309G; 26:153A(11) and 26:307A(11)**

All delivery orders receipt or invoices shall contain the following information:

1. The retail dealer's name, address, and permit number.
2. The name of the person who placed the order and the date, time, and method of order.
3. The name of the delivery agent and the date, time, and address of the delivery
4. The type, brand, and quantity of each alcoholic beverage delivered.
5. The name, date of birth, and signature of the person who received the delivery.



## Louisiana Office of Alcohol and Tobacco Control

### PROHIBITED ACTS – See La. R.S. 26:307 & 26:309.

1. Prohibition of delivery to any address located on a campus of any college, university, or elementary or secondary schools.
2. Prohibition of delivery to any public playground or building used primarily as a church, synagogue, public library, or school.
3. Prohibition of delivery outside hours the permittee is opened to the public.
4. Prohibition of delivery outside hours or days permittee is authorized to operate.
5. Prohibition of delivery in an area where the sale of alcoholic beverages is prohibited by referendum vote.
6. Prohibition of delivery to an intoxicated person.
7. Prohibition of delivery to a person if there is reason to doubt the authenticity or correctness of recipient's identification.
8. Prohibition of delivery to recipient who refuses to sign receipt for the delivery.
9. Prohibition of delivery any alcoholic beverage other than those contained in the original manufacturer's sealed containers.
10. Prohibition of delivery any alcoholic beverage in "open containers" as defined in R.S. 32:300.
11. Prohibition of delivery by permittee's own employee past the boundaries of the parish where permittee's establishment is located.
12. Prohibition of delivery by a third party delivery service beyond a ten (10) miles radius from permittee's establishment.
13. Prohibition of delivery any orders containing alcohol without food or other non-alcoholic products subject to rules and regulations.
14. Prohibition to employ any person under the age of eighteen (18) to delivery orders containing alcoholic beverages on behalf of business.
15. Prohibition to employ any person as an independent contractor or file a 1099 to any person to deliver orders containing alcoholic beverages on behalf of business.

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**APPLICATION FOR AN ALCOHOL DELIVERY PERMIT  
ATTACHED TO CLASS B or OFF PREMISE CONSUMPTION PERMIT**

**NOTICE TO APPLICANT:** Misstatement or Suppression of material facts in this application is **GROUNDS FOR DENIAL** or **REVOCAION** of any permit(s) issued thereafter. 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. Check the Class of Permit currently held by Applicant and provide permit number below. <input type="checkbox"/> CLASS B <input type="checkbox"/> CLASS C <input type="checkbox"/> OTHER <div style="text-align: center; margin-top: 5px;"> <span style="border-bottom: 1px solid black; width: 150px; display: inline-block;"></span> <span style="border-bottom: 1px solid black; width: 150px; display: inline-block;"></span> <span style="border-bottom: 1px solid black; width: 150px; display: inline-block;"></span> </div>	
2. 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	
3. Owner/Entity Legal Name: (Name of individual, partnership, LLC, or Corporation)	
4. Trade Name (D/B/A):	
5. Business Physical Address: (Street address, City, Zip code)	
6. Mailing Address: <input type="checkbox"/> Same as Physical	7. Website:
8. Primary Business Email Address:	9. Business Contact Number: <input type="checkbox"/> Cell <input type="checkbox"/> Business
10. Federal Employee Identification No. (FEIN)	11. Louisiana State Identification No.
12. Does Business consent to receive ATC communications, administrative notices, and/or administrative decisions in electronic format via email? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, provide email: _____	
Initials: _____	

VERIFICATION OF OWNERSHIP INFORMATION			
Name of Individual & Affiliation	SSN	Type of interest **	% of Interest

**\*\* owner, officer, director, stockholder, trustee, beneficiary, managing member, member, partner, financial backer, manager\*\***  
**\*If any of above listed ownership information fails to correspond with information provided with attached permit, Applicant shall be required to submit additional documentation or may be denied if information is not provided timely. \***

Management Information	
13. Is applicant's business to be conducted wholly or partly by one or more managers, agents, or other representatives? If YES, complete below and manager must submit a completed Schedule A (Form SA-01) and Schedule F (SA-02), if applicable and attach a colored copy of manager's driver's license. <b>Submission not required if previously submitted.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Manager's Full Name	Title

ALCOHOL DELIVERY BUSINESS MODEL	
14. List the Type of alcoholic beverages applicant intends to deliver. <input type="checkbox"/> Wine <input type="checkbox"/> Liquor/Spirits <input type="checkbox"/> Beer/Malt Beverages ABV 5% or Less <input type="checkbox"/> Beer/Malt beverages ABV >5%	
15. Does Applicant understand that any orders containing alcoholic beverages are delivered for personal consumption only and not for resale purposes?	<input type="checkbox"/> YES <input type="checkbox"/> NO



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ALCOHOL DELIVERY BUSINESS MODEL	
16. Does Applicant utilize or intend to utilize an independent technology company to operate permittee's website or consumer application for the purpose of soliciting delivery orders? If YES, provide name of third party and/or website or application name.  Name of Independent technology company: _____ Website or Name of Application or Platform: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
17. Does Applicant understand that any delivery order transacted electronically through an independent technology company must be automatically directed at permittee such that the permittee appears as the retail dealer at the time of purchase and on the receipt?	<input type="checkbox"/> YES <input type="checkbox"/> NO
18. Does Applicant contract with or intend to contract with a third party delivery provider to deliver food and alcoholic beverages on behalf of retailer?  Name of Third Party Delivery Service Company: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
19. Does Applicant understand that if permittee contracts with a third party delivery service to deliver on behalf of permittee, it shall be required to enter into a written agreement that meets the requirements in La R.S. 26:309?	<input type="checkbox"/> YES <input type="checkbox"/> NO
20. Does Applicant understand that permittee shall be required to maintain ultimate control and responsibility over the sales transaction and transfer of physical possession of the alcoholic beverages at all times and shall retain sole discretion to determine whether to accept and complete an order or reject it?	<input type="checkbox"/> YES <input type="checkbox"/> NO
21. Does Applicant understand that retail dealer shall maintain independence to determine which alcoholic beverages are made available through electronic means for delivery purposes and shall independently set the price of such products?	<input type="checkbox"/> YES <input type="checkbox"/> NO
22. Does Applicant understand that each delivery order shall be required to be assembled, packaged, and fulfilled at applicant's permitted premise where the order is processed using inventory obtained through an authorized licensed wholesaler and located at the premises at the time of purchase?	<input type="checkbox"/> YES <input type="checkbox"/> NO
23. Does Applicant intend to utilize a real time age verification system for the purpose of identifying the recipient at the time of delivery? If YES, provide the brand, type and model number.  Brand Name, Type and/or Model Number: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO

TYPES OF ALCOHOLIC BEVERAGES	
24. Does Applicant understand that business shall only be permitted to delivery manufacturer sealed alcoholic beverages? See definition as defines in La. R.S. 26:2 and La. R.S. 26:241?	<input type="checkbox"/> YES <input type="checkbox"/> NO
25. Does Applicant understand that delivery of an "open alcoholic beverage container" as defined in La. R.S. 32:300 is prohibited?	<input type="checkbox"/> YES <input type="checkbox"/> NO

DELIVERY BOUNDARIES	
26. Does Applicant understand delivery of alcoholic beverages shall be permitted only during the days and hours the permittee's establishment is open to the public and authorized to sell or serve alcoholic beverages?	<input type="checkbox"/> YES <input type="checkbox"/> NO
27. Does Applicant understand delivery of alcoholic beverages is permitted only in those areas where the retail sale of alcoholic beverages is permitted and shall be prohibited in any area where it is prohibited by the local governing authority?	<input type="checkbox"/> YES <input type="checkbox"/> NO
28. Does Applicant understand permittee shall be prohibited to deliver outside the boundaries of the parish where the retailer's permitted establishment is located and/or past ten (10) miles past the place of business if delivered by third party delivery service?	<input type="checkbox"/> YES <input type="checkbox"/> NO
29. Does Applicant understand permittee shall be prohibited to deliver alcoholic beverages to an address on a campus of any state college, university, or technical college or institute, any independent college or university, or any elementary or secondary school located in this state?	<input type="checkbox"/> YES <input type="checkbox"/> NO
30. Does Applicant understand permittee shall be prohibited to deliver to any public playground or building used primarily as a church, synagogue, public library or school?	<input type="checkbox"/> YES <input type="checkbox"/> NO

DELIVERY: EMPLOYEE AND RESPONSIBILTIIY	
31. Does Applicant understand only W-2 employees are permitted to deliver on behalf of business?	<input type="checkbox"/> YES <input type="checkbox"/> NO
32. Does Applicant understand W-2 employee(s) delivering on behalf of business must be eighteen (18) years of age or older?	<input type="checkbox"/> YES <input type="checkbox"/> NO
33. Does Applicant understand retailers and its employees are prohibited to deliver alcoholic beverages to any recipient appearing intoxicated?	<input type="checkbox"/> YES <input type="checkbox"/> NO
34. Does Applicant understand prior to completing delivery orders, retailer or its employees must verify the identity and age of the person accepting delivery of the order by validating a state issued photo identification of the person or through use of a real time age verification system authorized by the commissioner?	<input type="checkbox"/> YES <input type="checkbox"/> NO



## Louisiana Office of Alcohol and Tobacco Control

### DELIVERY: EMPLOYEE AND RESPONSIBILITY

35. Does Applicant understand permittee and its employee shall refuse to complete a delivery order if there is reason to doubt the authenticity or correctness of the recipient's identity?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
36. Does Applicant understand permittee and its employee(s) shall refuse to complete a delivery order if recipient refuses to sign for the receipt of the delivery?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
37. Does Applicant understand all delivery employees must possess a valid server permit as provided in La. R.S. 26:931 et seq. prior to engaging or completing the delivery of alcoholic beverages?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### DELIVERY RECORDS

38. Does Applicant understand retailer shall be required to maintain a record of all deliveries of alcoholic beverages for up to three (3) years from the date of delivery?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
39. Does Applicant understand retail dealer shall be required to make such records available to the ATC upon request ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
40. Does Applicant understand all delivery records shall contain retail dealer's name, address, permit number?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
41. Does Applicant understand all delivery records shall contain the name of person who placed the order, the date, time, and method of order?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
42. Does Applicant understand all delivery records shall contain the name of the employee making the delivery, the date, time and address of the delivery?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
43. Does Applicant understand all delivery records shall contain the type, brand, and quantity of each alcoholic beverage delivered?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
44. Does Applicant understand all delivery records shall contain the name, date of birth, and signature of the person that received the delivery?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### APPLICATION FEE

CLASS D – ATTACHED DELIVERY PERMIT - \$250.00

Application fees may be paid with a personal or business check, cashier check, money order, or credit card

**Application fees are non-refundable upon submission to the ATC.**

### AFFIDAVIT AND SIGNATURE

**WARNING & SIGNATURE:** Applications may only be signed by the Applicant as listed below. Applications signed by a person other than listed below may result in denial of application.

If Applicant is:	Person who must sign:
Individual or Sole proprietor	Individual owner(s)
Partnership	Any Partner
Limited Liability Corporation (LLC)	Member, managing member, director, or officer
Corporation	Officer or 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 read and certify you understand permittee's responsibility to comply with the laws and regulations as set forth in Title 26 and Louisiana Administrative Code. For additional information, see [www.atc.la.gov](http://www.atc.la.gov).

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

### NOTARY USE ONLY

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

\_\_\_\_\_  
NOTARY PRINT NAME

\_\_\_\_\_  
NOTARY SIGNATURE

<b>Office Use Only</b>	Permit Number: _____	Processed by & Date _____	Issued by & Date _____
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