

State of Louisiana
Office of Alcohol and Tobacco Control

Jeff Landry
GOVERNOR



Jarrold Coniglio
SECRETARY

CHAD M. BROWN
ATC COMMISSIONER

ALCOHOLIC BEVERAGE RETAIL CLASS B (PACKAGE HOUSE)

APPLICATION INFORMATION

FOR QUESTIONS ABOUT OR ASSISTANCE WITH THIS APPLICATION CONTACT 225-925-4041

Message of Importance to All Applicants

Although the state has 35 days to investigate and review all applications, we would like to assure you that it is our goal to issue your permit as quickly as possible. Typically, licensing delays are a result of applicants not carefully reading and completing the application or not submitting all required documentation. There are no exceptions to the statutory requirements to obtain an alcoholic beverage permit. As such, please help 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, corporation, partnership, LLC or other organization shall complete this application and obtain a permit before selling, offering for sale, serving, storing, handling or otherwise engaging in any business transaction related to alcoholic beverages. Note: Louisiana issues permits per location; thus, a separate alcoholic beverage application (with a separate address) and permit is required for each "place of business."

Submission Information & ATC Office Locations

Applications may be mailed to P.O. Box 66404, Baton Rouge, LA 70896 or submitted in person at our Baton Rouge, New Orleans, Lafayette, or Monroe customer service windows.

7979 Independence Boulevard, Suite 101, Baton Rouge, Louisiana 70806 – **225-925-4041**

1450 Poydras Street, Suite 850, New Orleans, Louisiana 70112 – **504-568-7028**

200 Dulles Drive, Lafayette, Louisiana 70506 – **337-948-0346**

24 Accent Drive, Suite B600, Monroe, Louisiana 71203 – **318-362-4285**

APPLICATION INFORMATION

- | | |
|---|--|
| <ul style="list-style-type: none">• Completed and signed application form• Proof of publication and newspaper ad• Corporate Documents• Diagram• Application Fees• Schedule A/F forms | <ul style="list-style-type: none">• Lease or management agreement• Proof of local alcohol permit• Background Check Authorization & Privacy Statement• Submit for fingerprints and background check• Colored Copy of photo ID |
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Instructions: Follow Steps 1 - 4

1) Submit the Notice of Intent (NOI) Poster Application

Has the premise you are applying to permit held an alcoholic beverage permit within the last six months?

IF NO – The NOI application must be submitted and you must receive and hang the NOI posters outside the premise permitted in a location visible to the public for at least 15 days BEFORE submitting the completed alcoholic beverage application.

IF YES – The NOI application AND your alcoholic beverage application packet can be submitted at the same time – no need to wait 15 days (Note: you must still hang the posters outside the location to be permitted in a location visible to the public for at least 15 days).

Please do not submit the NOI application if your business is still under construction.

2) Complete the Alcoholic Beverage Application

Have you double-checked your application to verify that ALL fields are complete, all questions have been answered and the application is signed and notarized?

3) Attach the Following 9 Items to Your Application

- | | |
|--|--|
| <ul style="list-style-type: none">• Proof of Publication and Newspaper ad• Schedule A/F Forms• Corporate Documents• Lease or Management Agreement• Diagram of Premises | <ul style="list-style-type: none">• Local Alcoholic Beverage Permit• Background Check Authorization & Privacy Statement• Application Fees• Colored Copy of Photo ID |
|--|--|

9 Items to Attach to Your Application

Attachment 1: Proof of Publication & Newspaper Ad

A proof of publication letter from the city or parish newspaper where the business will be located; and A copy of the ad that ran in the newspaper (see sample below). Note the ad is only required to run on time And is valid for 90 days.

ABC Inc. d/b/a ABC Mart is applying to the Office of Alcohol & Tobacco Control of the State of Louisiana for a permit to sell beverages of high and low alcohol content at retail in the Parish of East Baton Rouge at the following address:
1234 Safe Street, Suite A, Baton Rouge,
LA, 70809 ABC INC.
ABC Mart
Members: John Doe and Jane Doe

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9 Items to Attach to Your Application (Continued)
<p>Attachment 2: Schedule A/F Forms The application must include a completed (signed and notarized) Schedule A/F form for EACH owner, partner, officer, and/or member owning more than 5% AND for all appointed managers.</p>
<p>Attachment 3: Corporate Documents The documents required depend on the type of legal entity applying:</p> <ul style="list-style-type: none"> • If the applicant is a <u>CORPORATION OR LLC</u>: <ul style="list-style-type: none"> ○ Attach a copy of the Articles of Incorporation or Articles of Organization (obtained from the Secretary of State). ○ Ensure that the entity is registered and "in good standing" with the Secretary of State. • If the applicant is a <u>PARTNERSHIP</u>: <ul style="list-style-type: none"> ○ Attach a notarized Partnership Agreement. • If the applicant is <u>Any Other Legal Entity</u>: <ul style="list-style-type: none"> ○ Attach a copy of the business' paperwork as filed with the Louisiana Secretary of State. • If the applicant is a <u>Sole Proprietor (An Individual)</u>: <ul style="list-style-type: none"> ○ No corporate documents are required.
<p>Attachment 4: Lease or Management Agreement If the applicant DOES NOT own the premise to be permitted:</p> <ul style="list-style-type: none"> • Attach a copy of the signed and dated lease or management agreement. <ul style="list-style-type: none"> ○ NOTE: the lease or management agreement must be between the landowner and applicant: not an individual member/shareholder/partner, etc. • If the applicant DOES own the premise to be permitted: <ul style="list-style-type: none"> ○ Check yes to question number 14 on Page 5 of this et.
<p>Attachment 5: Diagram of Premises If the applicant DOES NOT own the premise to be permitted:</p> <ul style="list-style-type: none"> • Attach a diagram/drawing of the premises to be licensed showing the location of: all entrances, exits, restrooms, bars, tables, kitchen, storage areas, offices, etc. <ul style="list-style-type: none"> ○ NOTE: Diagram must be large enough to be legible, at least 8½" by 11" (letter size).
<p>Attachment 6: Local Alcoholic Beverage Permit If the applicant DOES NOT own the premise to be permitted:</p> <ul style="list-style-type: none"> • You must submit proof that you have obtained or applied for a local alcoholic beverage permit prior to receiving your official state permit. Note: we will issue you a temporary permit valid for 35 days if you meet all other qualifications, but have not obtained the local permit.
<p>Attachment 7: Background Check Authorization Form & Privacy Statement ATC requires criminal history records search in accordance with Louisiana Revised Statute 26:80 and 26:280 for all officer, director, partner, and any owner, member, stockholder or shareholder who owns in aggregate more than 5%.</p>
<p>Attachment 8: Application Fees – Class B (Package House)</p> <ul style="list-style-type: none"> • If applying for BEER ONLY (low content: 6% and lower by volume) = \$120.00 • If applying for BEER & LIQUOR (low and high content: 6% and higher by volume) <ul style="list-style-type: none"> ○ IF business is located <u>inside a village, town or unincorporated area</u>: = \$170.00 ○ IF business is located <u>inside a city</u>: = \$220.00 • If applying for BEER & WINE only (all contents) = \$150.00 • Note: A \$50.00 Responsible Vendor fee is required for each permitted establishment (this fee has been calculated into the totals above). • Fees are processed immediately upon receipt. If your application is rejected or denied, fees will NOT be returned or refunded.
<p>Attachment 9: Colored Copy of Photo Identification</p> <ul style="list-style-type: none"> • <u>COLORED</u> copy of Driver's License or government-issued ID
<p>4) Submit the Completed Application and Attachments</p> <ul style="list-style-type: none"> • Submit the signed and completed application with the attachments by mail or to one of our customer service windows listed on Page 1 of this application.

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ADDITIONAL INFORMATION

Retail Keg Registration

- LA R.S. 26:306 requires all retailers of keg beer sold for consumption off the premise must maintain documentation of those sales for a period of SIX months. The retail keg registration forms are available online at www.atc.la.gov. If you do not comply with the enclosed law, you will be jeopardizing your license. Contact Toni at (225) 925-4043 or e-mail toni.robinson@atc.la.gov with questions about the retail keg registration reporting requirements.

PERMIT INFORMATION

CLASS A-General: LA R.S.26:71.1 (high content) and LA R.S. 26:271 (low content)

- Alcohol is sold for on-premise consumption.
- An establishment equipped with a permanent wet bar, non-moveable sink and back-bar, or similar equipment for public display and to inform the public of brands and flavors offered for sale.
- Staffed by a bartender whose primary duty is to open and/or prepare beverage alcohol products for consumption on the premise by paying customers, or prepared with an appropriate lid or cover on the container for take-out service.
- Meets all local zoning requirements as set forth by the state and by parishes and municipalities where the Class A general retail outlet is located.
- No person under 18 allowed on premises, except as provided by LA R.S. 26:90(A) (8) (a).
- Able to accommodate 25 patrons.
- Contain no less than 375 feet of public habitable floor area.

Class A-Restaurant: LA R.S. 26:71.1(2) (A), 26:73

- Issued to a facility that meets the definition of a restaurant establishment, including the following:
- A place of business whose average monthly revenue from food and nonalcoholic beverages exceeds 50% of its total average monthly revenue from the sale of food, nonalcoholic beverages, and alcoholic beverages.
- Serves food on all days of operation.
- Operates a fully equipped kitchen used for the preparation of uncooked foods for service and consumption for such foods on premises.
- Has a public habitable floor area of no less than 500 square feet dedicated to the exclusive use of applicant's business.

Class B Package Store LA R.S. 26:2/26:241(13)

- Sells alcoholic beverages in factory sealed containers for transportation and consumption off the premises.
- No person is allowed to tamper with or otherwise disrupt the manufacturer's seal on or about the licensed premises.
- Contains 500 square feet of public habitable floor area.

Class C-Package Store: LA R.S. 26:71.2 (high content); 26:271(low content); LAC 55: VII: 327

- Alcoholic beverages are the principle commodity sold for off-premise consumption.
- Does not offer to sell, sell, or otherwise distribute motor fuel
- Sells alcoholic beverages, including frozen specialty beverages, in closed containers prepared for transportation and consumption off premises only.
- Has a public habitable floor space of no less than 1,000 square feet.
- Does not allow any person under the age of 18 to enter, visit, or loiter in or about the licensed establishment.
- Does not employ anyone under the age of 18.
- Does not allow the consumption of any alcoholic beverage for any purpose or reason on or about the licensed premises, unless and except otherwise provided for in this Title.
- Does not permit the mixing of alcoholic beverages or the sale and/or service of mixed alcoholic beverages on the premises of the licensed establishment; however, the mixing of frozen specialty beverages may be permitted according to LAC 55: VII: 327 (for more information on this statute and all others referenced, refer to the law book).

Louisiana Office of Alcohol and Tobacco Control
7979 Independence Blvd., Suite 101 • Baton Rouge, Louisiana 70896-6404
Telephone (225) 925-4041
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Misstatement or suppression of material facts in this application is GROUNDS FOR DENIAL of this permit. Additionally, filing false public records is a violation of Louisiana Revised Statute 14:133 and may result in imprisonment for not more than (5) years with or without hard labor and/or fines of not more than \$5,000.

Location Information			
1) Owner Name of Business (individual, partnership, LLC, corporation):			
2) Trade Name or Business (d/b/a):			
3) Business Physical Address:			
Street:			
City:	State:	Zip:	
4) Contact Name:			
First Name:	Middle Name:	Last Name:	
5) Contact Business Phone:			
6) Official Mailing Address:			
Street:			
City:	State:	Zip:	
7) Contact Cell Phone:		8) Contact Email Address:	
9) Parish in which business is located:			
10) Within City Limits?			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
11) LA State Tax ID Number (10-digits):			
12) How would you like to be notified about permit status?			
13) Does the applicant own the premises to be permitted?			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Landlord's Name:		Phone Number:	
Street:			
City:	State:	Zip:	
Ownership Information			
14) Type of Ownership:			
If the applicant is not an individual, list the name, title, and percentage of ownership for each partner, stockholder, officer or member. All partners, stockholders, officers or members holding more than 5% stock must submit a Schedule A/F.			
Name:	Title:	% of ownership:	
15) List all managers or authorized representative for the business, including general managers:			
Name:		Title:	

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Diagram		
16) A detailed and exact diagram of the premises must be submitted. The diagram must include all entrances, exits, restrooms, bar(s), tables, kitchen, storage, offices, and all locations of video poker devices. Have you included the diagram?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Premises Qualifications		
17) Has a local (city, town, parish, etc.) alcoholic beverage permit been issued? <ul style="list-style-type: none"> • If "No", list the date you applied for the permit: _____/_____/_____ • If "Yes", you must submit a copy of your local application with this permit. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18) Have you submitted a Notice of Intent (NOI) poster application, received and posted the NOI poster in plain view outside the premises for (15) consecutive days? <ul style="list-style-type: none"> • If the location has not been permitted within the last (6) months, and Your NOI posters have not been posted for (15) days, your application will be rejected and will not be processed. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19) Will this business sell alcoholic beverages in factory sealed containers prepared for transportation and for consumption off-premise only?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20) Is this location at least 300 feet from any public playground, public library, correctional facility, church, school, synagogue, or day care center?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21) Does this location maintain at least 500 square feet of permanent enclosed space within the structure that is accessible to patrons, excluding restricted spaces such as employee areas, restrooms, closets, storage/utility rooms, porches, patios, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22) Is all construction and/or remodeling of the premises to be licensed complete? <ul style="list-style-type: none"> • If "No," provide an estimated completion date: _____/_____/_____ • This application will be denied if construction/remodeling are not fully complete at the time of inspection. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23) I understand that this business must comply with all provisions of the Louisiana Responsible Vendor & Security Personnel training programs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24) I understand that no one person holding an ownership interest in this business can also hold an interest in an alcoholic beverage wholesaler/distributor or manufacturer/supplier.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Sworn Statement

I understand that manufacturers and/or wholesalers are prohibited from providing a retailer with anything of value unless explicitly enumerated as an exception in The Alcoholic Beverage Control Law or these regulations and 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 illegally influencing the retailer in any way regarding the quality or brand of alcoholic beverages bought or sold by the retailer. I further understand that retailers are prohibited from accepting or requiring any such inducement or other influence; and anyone found in violation of the market practices laws and regulations of the State of Louisiana, the United States or any other state, their permit(s) is subject to suspension, revocation and/or assessment of a fine or other penalty provided by law.

WARNING & SIGNATURE	Individual /Sole Proprietor	Individual Owner
	Partnership	Any Partner
	Limited Liability Company (LLC)	Managing member, 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 packet, and that all answers are true and correct to the best of your knowledge; that you meet the qualifications and conditions of R.S. 26:80 and 280; that you have complied with the notice requirements contained in R.S. 26:77 and 277; and that you have no interest in any business that holds a wholesaler'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 understand the responsible vendor handbook and any amendments thereto, that you understand your obligations as an alcoholic beverage permit holder under 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.

Signature**Title**

Print/Type Your Name

Notary	
For NOTARY Use Only	
Sworn to and subscribed to me this _____ day of _____, 20____,	
In the parish/county of _____, State of _____,	
_____	_____
Notary Public's Signature	Print Name of Notary Public