



**Office of Alcoholic Beverage Control**  
**City of Baton Rouge/Parish of East Baton Rouge**  
9048 Airline Hwy.  
Baton Rouge, Louisiana 70815  
Phone: (225) 389-3364 Fax: (225) 389-7869

## **BUSINESS LICENSE INFORMATION & REQUIREMENTS**

This office licenses all businesses and individuals who sell, serve, or dispense alcoholic beverages in East Baton Rouge Parish (except the city limits of Baker and Zachary).

1. **Zoning Conforming Letter** - This letter is obtained from the **Department of Public Works, Inspection Division, at 300 North 10th Street (389-3226)**.
2. **Property Rezoning** - Rezoning of the property **may** be necessary if a Class A license is desired and the location has never been issued a Class A license, or if the location has not been issued a Class A license within the past year.
  - The proper zoning for issuance of a Class A license under these circumstances is C-AB1 for restaurants and C-AB2 for bars and lounges.
  - Any business location zoned C-AB1 is required to operate **primarily** as a restaurant. "Primarily" is defined as 51% of the business revenue being in the sale of food. If rezoning is needed, contact the **City-Parish Planning and Zoning Commission at 1100 Laurel Street or call 389-3144**.
3. **Notice of Intent Application** - **All applicants must apply at the Office of Alcoholic Beverage Control at 9048 Airline Hwy, (389-3364). The fee for the Notice of Intent Application is \$564.00. In addition, a fee of \$150 for property notification.** (Payable in money order or cashier's check to the City and Parish Treasurer or cash.)
  - All applicants for business licenses are required to file this application.
  - Applicant is required to post a sign (furnished by ABC Office) on the business premises for 30 consecutive days as public notice. (Note: There is no waiting period for an ongoing business.)
  - Notification shall be mailed to property owners within 7 days from posting by the ABC Office. Each applicant is required to notify property owners of the proposed location of the business.
  - During the posting period, an investigator will check the location for compliance with City-Parish regulations.
4. **Property Information**
  - A copy of the lease, rental statement, or an Assessment Certificate, depending on whether you lease, rent on a monthly basis or own the property.
  - If you are in the process of purchasing the property, a copy of the purchase agreement or act of sale will be needed.

**All documents must be signed by all parties involved and notarized.**
5. **Business Ownership - Sole proprietorships or partnerships**
  - A copy of each owner's driver's license.
  - A Schedule A form completed and notarized on each partner.
  - A Schedule A form completed and notarized on each owner's spouse (even if the spouse is not involved in the business).
  - A copy of each spouse's driver's license.
6. **Business Ownership - Corporations**
  - Complete copies of the Articles of Incorporation. Must be certified by the secretary of the corporation and register with the Louisiana Secretary of State's office.
  - A corporate resolution permitting the corporation to engage in the sale of alcoholic beverages.
  - A corporate resolution listing the corporate stockholders and officers, their resident addresses, and the percentage of stock each holds in the corporation.
  - A copy of each stockholder and corporate officer's driver's license (must have a photo, no temporary licenses accepted).
  - A Schedule A form completed and notarized on all corporate officers and stockholders.
7. **Occupational License**
  - This license is obtained from the **Occupational License Tax Office in Room 411 of the Governmental Building, 222 St. Louis Street. (389-3278)**.
  - Furnish the A.B.C. Office with a copy of this license or the license receipt.

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**8. City-Parish Sales Tax Registration or Clearance**

- All businesses are required to register for City-Parish sales taxes and remain current on payment of same.
- Proof of registration and a tax clearance can be obtained from the **Revenue Office, Room 404 in the Governmental Building, 222 St. Louis Street.**
- Questions concerning sales taxes should be directed to the Revenue Office at 389-3084.

**9. Vendor/Server Training Class Attendance**

- All business owners are required to attend this class **prior** to the issuance of a license.
- All managers and employees licensed through this office are required to attend this class \_\_\_\_\_ **before** their individual licenses are issued.

**10. Inspection Reports**

- Prior to issuing a Temporary Permit, we must receive a final inspection report ("beer letter") showing that the building meets all fire prevention, plumbing, building, electrical and health codes. These inspections are arranged through the **DPW, Inspection Division, 300 North 10th Street, 389-3226.**
- For updated information on inspection status, call the **Inspection Records at 389-3233.**
- We must also have an approved health inspection report from the **East Baton Rouge Parish Health Unit at 242-4860 ext. 5.**

**11. Temporary Permit**

- A Temporary permits may be issued when all requirements are met. Temporary permits when issued are valid for thirty (30) days.

**12. Permanent License**

- Before an application can be approved for issuance of a permanent license The A.B.C. Board must review and approve all business license applications before any **permanent** licenses can be issued. The Board meets on the second and fourth Thursday of each month (unless scheduled otherwise).

**Upon completion of the above steps the following are the types of licenses issued and the fees:**

<b>License Type</b>	<b>Fee</b>	<b>License Type</b>	<b>Fee</b>
Class A Liquor (consumption on premises)	\$505.00	All Employee Licenses	\$30.00
Class A Beer (consumption on premises)	90.00	All Duplicate Licenses	15.00
Class A Liquor (Caterer)	505.00	Class Fee	20.00
Class A Beer (Caterer)	90.00	After Hours Clean Up Permit	60.00
Class B Liquor (package sales only)	505.00	Ancillary Growler Permit	90.00
Class B Beer (package sales only)	75.00	On-Site Sampling	120.00
Class C Liquor (wholesale)	505.00		
Class C Beer (wholesale)	120.00		
Class M (Manufacturer - low alcohol content)	120.00		
Class M (Manufacturer - all other)	500.00		
Class MB (Microbrewery - low alcohol content)	120.00		
Class MB (Microbrewery - all other)	500.00		
Class MD (Microdistillery - low alcohol content)	120.00		
Class MD (Microdistillery - all other)	500.00		
Class R Permit (Restaurant)	105.00		
RAH Permit (Restaurant After Hours)	60.00		

**Payment for licenses may be made in cash, cashier's check or money order, payable to the City and Parish Treasurer. NO PERSONAL OR BUSINESS CHECKS ARE ACCEPTED.**

**You must have a state and local license to operate.** All applicants must apply for a license from the State of Louisiana within twenty-four (24) hours of applying for your local license. For information on state licenses, contact the **Louisiana State Alcohol and Tobacco Control at 7979 Independence Boulevard, or call (225) 925-4041.**

**NOTE:** The mailing address for your business must be the same with **Sales Tax, Occupational Licenses and Alcoholic Beverage Control.** If your company/corporation has separate divisions for handling these matters the City-Parish computer system will not allow separate mailing addresses for these. Also you must provide this office with a business email address. Call the Bureau of Alcohol, Tobacco and Firearms at 389-0485 for information concerning a federal tax stamp.