



Office of Alcoholic Beverage Control
City of Baton Rouge/Parish of East Baton Rouge
9048 Airline Hwy., Ste. 1-A
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 credit card or cash.) **All Fees are Non-Refundable**.
 - All applicants for business licenses are required to file this application.
 - Qualifications for applicants and businesses: "Has not have been convicted of a felony under the laws of the United States, the State of Louisiana or any other state or country unless the applicant has been pardoned . . ."
 - 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:

License Type	Fee	License Type	Fee
Class A Liquor (consumption on premises)	\$510.00	All Employee Licenses	\$30.00
Class A Beer (consumption on premises)	100.00	All Duplicate Licenses	15.00
Class A Liquor (Caterer)	510.00	Class Fee	20.00
Class A Beer (Caterer)	90.00	After Hours Clean Up Permit	60.00
Class B Liquor (package sales only)	510.00	Ancillary Growler Permit	90.00
Class B Beer (package sales only)	75.00	On-Site Sampling	120.00
Class C Liquor (wholesale)	510.00	Class A Restaurant Delivery	150.00
Class C Beer (wholesale)	120.00	Class R1	150.00
Class M (Manufacturer - low alcohol content)	120.00	Class A (Delivery)	500.00
Class M (Manufacturer - all other)	500.00	Class B (Delivery)	250.00
Class MB (Microbrewery - low alcohol content)	120.00	Delivery Third Party Permit	500.00
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 credit card, 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.