

**Office of Alcoholic Beverage Control**  
**City of Baton Rouge/Parish of East Baton Rouge**  
10500 Coursey Blvd., Suite 202  
P.O. Box 1471, Baton Rouge, LA. 70821

Phone: (225) 389-3364

Fax: (225) 389-7869

**BUSINESS LICENSE INFORMATION**

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).

**REQUIRED INFORMATION AND PROCEDURES FOR BUSINESS LICENSE APPLICATIONS:**

1. **Zoning Conforming Letter** - This letter is obtained from the **Department of Public Works, Inspection Division, at 300 North 10th Street (389-3226)**.
2. **Notice of Intent Application** - All applicants must apply at the **Office of Alcoholic Beverage at 10500 Coursey Blvd., Suite 202, (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.)
  - \*Each applicant is required to notify property owners of the proposed location of the business.
  - \*Notification shall be mailed within the 7 days from posting by the ABC Office.
  - \*During the posting period, an investigator will check the location for compliance with city-parish regulations.
3. **Property Rezoning** - In addition to filing a Notice of Intent application, 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 over 50% of the business revenue being in the sale of food. If rezoning is needed, contact the **City-Parish Planning and Zoning Commission at 1755 Florida Street, 3<sup>rd</sup> floor, or call 389-3144.**
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, certified by the Secretary of the Corporation and registered with the Louisiana Secretary of State 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**

\*Before an application can be approved for issuance of a permanent license, 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 Record Room 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.**

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.

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

<b>License Type</b>	<b>Fee</b>
Class A Liquor (consumption on premises)	\$505.00
Class A Beer (consumption on premises)	75.00
Class A Liquor (Caterer)	505.00
Class A Beer (Caterer)	75.00
Class B Liquor (package sales only)	505.00
Class B Beer (package sales only)	60.00
Class C Liquor (wholesale)	505.00
Class C Beer (wholesale)	100.00
Class R Permit (Restaurant, Sunday sales)	85.00
RAH Permit (Restaurant After Hours)	50.00
After Hours Clean Up Permit	20.00
Classified Employee License; Waiter/Waitress License	25.00
Exotic Dancers	25.00
Retail Clerk License	25.00
All Duplicate licenses	10.00

**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.***

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).

**Temporary permits** may be issued when all requirements are met, except final building and health inspections. Temporary permits, when issued are for 30 days, giving the business that length of time to complete these final inspection requirements.

**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 8549 United Plaza Boulevard, or call (225) 925-4041.**

Call the Bureau of Alcohol, Tobacco and Firearms at 389-0485 for information concerning a federal tax stamp.