



ALCOHOLIC BEVERAGE PERMIT INSTRUCTIONS

NEW APPLICATIONS MUST BE ACCOMPANIED BY:

1. A copy of any/all leases, subleases, or monthly rental agreements.
2. A certificate of publication of ad in newspaper (**not applicable for wholesale dealers**).
3. A permit from Jefferson Parish Health Unit to operate business.
4. If a corporation, a photocopy of the articles of incorporation, initial or annual report, charter certificate, and be in good standing with the LA Secretary of State.
5. If a limited liability company, a photocopy of the articles of organization, initial or annual report, charter certificate, and be in good standing with the LA Secretary of State.
6. A completed application for occupational license tax and sales tax registration.

ALCOHOLIC BEVERAGE PERMIT APPLICATION

All businesses, whether sole proprietorship, partnership, corporation, or LLC, must complete one (1) **Alcohol Beverage Permit Application** and have same signed and notarized on the reverse side.

SCHEDULE A

Each owner, partner, officer of the corporation, or person owning five percent (5%) of more stock in the corporation, and managers must file one (1) **Schedule A** and have same signed and notarized. Upon completion of the **Schedule A**, applicants must bring same to the Sheriff's Administration Building "A", 1233 Westbank Expressway, Harvey, LA and be fingerprinted and photographed by the Jefferson Parish Sheriff's Office.

Persons domiciled out of town should request fingerprint cards from this office, be fingerprinted by the local law enforcement authorities in their resident county or parish, and submit two (2) 2"x 2" original color passport photographs with the completed application.

DUE DATE

New applications should be filed no less than forty-five (45) days prior to commencing business. **Alcoholic beverages cannot be sold until the permit is approved.** Renewal applications are due October 1st and become delinquent on November 1st. **State and local alcoholic beverage applications must be submitted within 24 hours of each other.**

PAYMENT

Retail Beer Permit: \$50.00 Retail Wine/Beer Permit: \$250.00

Retail Liquor/Wine/Beer Permit: \$500.00

Wholesale Beer Permit: \$75.00 Wholesale Liquor Permit: \$1,000.00

Payment must be by certified check, cashier's check, money order, or cash.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED