



PROCEDURES FOR OBTAINING LIQUOR (\$500) AND/OR BEER (\$75) PERMIT

1. MUST HAVE APPLICATION SIGNED AND NOTARIZED.
2. MUST HAVE BACKGROUND CHECK FROM CITY POLICE & SHERIFF'S OFFICE.
3. MUST HAVE STATE APPLICATION COMPLETED AND COPY OF PAYMENT RECEIPT.
4. APPLICANTS MUST SUBMIT APPLICATION PACKET BY THE FRIDAY BEFORE THE FINALIZATION OF THE AGENDA FOR MONDAY'S COUNCIL MEETING.
5. MUST BE PRESENT AT THE CITY COUNCIL MEETING.
6. COUNCIL MUST APPROVE THE APPLICANT'S PACKET.
7. UPON APPROVAL, GO TO THE FINANCE OFFICE AND PAY FOR LIQUOR AND/OR BEER PERMITS.



Business Number: _____
Alcohol Beverage License Number _____
Business Occupation Tax umber _____
LA Alcoholic Beverage License Number _____

CITY OF LEESVILLE
 508 S. 5TH ST.
 LEESVILLE, LA 71446
 (337)239-2444

ALCOHOLIC BEVERAGE PERMIT APPLICATION

INSTRUCTIONS: PLEASE PRINT OR TYPE APPLICATION AND ANSWER QUESTIONS.

Please fill out entire application. If a portion does not apply to you mark it N/A. Do not Leave anything blank.

TYPE OF LICENSE: (Check appropriate spaces)

LIQUOR BEER

a. Restaurant b. Bar or Lounge c. Liquor Store d. Food Store

1. Owner's Name (Name of Individual, partners or corporation):

2. Full Name of Business: _____

Under what names is the Business to be operated: _____?

3. Mailing Address: _____

4. Business Address: _____

5. Phone: _____

6. Is the business a proprietorship, partnership, corporation, domestic or foreign?

If partnership or corporation, list names, corporate titles, and percentage of business owned by each partner or stock holder below. Schedule "A" must be attached for each partner or stock holder owning more than 5% of the stock. Also, any financial backers of the business must be listed and Schedule "A" must be submitted. Schedule "A" must be attached for each corporate officer as well:

Name of Person	Corporate Office Title	Kind of Interest	Percent Owned
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7. Is Business to be conducted wholly or partly by one or more managers, agents, or other representatives?

Yes () No () IF YES, list names and provide a Schedule "A" for each:

8. Has applicant applied for local permit? () Yes () No

If issued, Permit Number: _____

Has applicant applied for or hold a State Liquor Permit at this location? () Yes () No

If issued, Permit Number: _____

Has applicant applied for or hold a State Beer Permit at this location? () Yes () No

If Issued, Permit Number: _____

Does Applicant hold State Beer or Liquor Permit for current year at another location? () Yes () No

If Issued: Permit Number: _____

9. A published notice of application for a permit was twice inserted as follows:

I am, we are, applying to the Office of Alcoholic Beverage Control of Louisiana for a permit to sell beverages of low and or high alcoholic content at the following address:

Name: _____

In the Parish of: _____

Name of Applicant(s): _____

Name of Newspaper: _____ Dates: _____

****Attach one copy of publication to application****

10. Is the Applicant owner of premises to be occupied? () Yes () No

11. If no, does applicant hold bona fide written lease? () Yes () No

12. If premises leased, give name and address of lessor: _____

13. Describe part of building to be occupied by business: _____

14. Beginning Date of Business in City of Leesville: _____

15. () New Business () Existing Business Purchase

If change of ownership, effective date of this change: _____

Is the application by a new owner taking over a going business that has been selling beer or liquor regularly and continuously to the present time? () Yes () No

If Yes show: Name of Immediate prior owner: _____

Trade Name: _____

Permit Number: _____

**** If change of ownership, enclose a copy of the Sales Contract and Closing Statement. ****

16. A. Federal Tax ID Number: _____

b. Louisiana Sales Tax Number: _____

c. Applied For: _____

17. Is business within the designated distance of any of the following?

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS () Yes () No

Beer and Wine 100Yards () Liquor 100 Yards of (CHURCH) () 200 Yards of School ()

18. Full Name of Applicant: _____

Address: _____

Social Security Number: _____ Date of Birth: _____

Phone Number: _____

****ATTACH SCHEDULE "A"**

INFORMATION DETAILS

City of Leesville Beer Permit \$75.00
Failure to file Application before beginning business or for renewal Permit not later than December 31st of each year will incur penalties to include 25% of permit fee.

City of Leesville Liquor Permit Class A - \$500.00
****A full year is required****
Failure to file Application before beginning business or for renewal Permit not later than December 31st of each year will incur penalties of 5% of the permit fee with an additional 5% for each additional 30 days or fraction thereafter.

19. Do you have any questions or comments regarding the ordinances, laws, regulations or application?

() Yes () No

20. Are you familiar with the City of Leesville Ordinances, state laws, and regulations, federal laws and regulations governing the operation of this type of business? () Yes () No

21. Have you made application for a State License? () Yes () No

22. Have you answered all questions? () Yes () No

APPLICANT'S SIGNATURE: _____

Subscribed and sworn to before me this _____ day of _____, 20____

(Clerk/Notary Public -Signature of Named Individual)

Commission Expires on: _____

Office Use Only:

Fee: _____ Amount Paid: _____ Date: _____ Balance Due: _____

LICENSE NUMBER: _____

() CASH

() CHECK NUMBER: _____

() CREDIT CARD NUMBER: _____

**** FAILURE TO PROVIDE ANY INFORMATION OR PROVIDING ANY FALSE INFORMATION SHALL RESULT IN CRIMINAL PROSECUTION AND REVOCATION OF ALL LICENSES. ****

I. Type of Business: () Sole Proprietorship () Corporation Must **provide copy of Article of Incorporation**

II. FULL NAME OF APPLICANT (No Initials): _____

DATE OF BIRTH: _____ RACE: _____ SEX: _____ SSN: _____

ANY OTHER NAMES USED: _____

LIST ALL ADDRESS USED IN THE LAST FIVE (5) YEARS – BUSINESS & RESIDENTIAL: (Use separate sheet if *needed*)

ADDRESS	CITY	STATE	TELEPHONE NUMBER

III. LIST ANY MANAGERS YOU INTEND TO EMPLOY:

NAME	DATE OF BIRTH	RACE/SEX	SSN:

IV. Assets at this location:

1. What is the dollar value of all fixed assets (equipment, fixtures, etc.) at this location? _____

2. What is the dollar value of all liquid assets (inventory, etc.) at this location? _____

V. Will there be any licensed gaming devises at this establishment? () Yes () No

If so, whose license will they operate: _____

*THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

**I HAVE RECEIVED A COPY OF THE CITY ORDINANCE PERTAINING TO THE OPERATION OF A LICENSED ALCOHOLIC BEVERAGE RETAIL ESTABLISHMENT

SIGNATURE OF APPLICANT: _____

LATE FEES FOR BEER AND LIQUOR PERMITS

Sec. 50-41. RENEWAL OF LIQUOR PERMITS.

(a). Persons holding permits under this chapter, whether state or local, shall file application for renewal thereof for the ensuing year and pay the permit on or before November 1st of each year. If a dealer fails to file the application and pay the permit fees by that date, there shall be added to the fee, in addition other penalties provided in this chapter, a delinquency penalty of five (5) percent for each additional 30 days or fraction thereof during which the failure continues. If the dealer fails to make his application before December 31st, the board may, without notice or hearing, suspend his right to do business.

(b). Holders of permits to operate private clubs, and BYOB establishments shall be bound by the provisions of Subsection (a). (R.S. 26:86; ORDINANCE NUMBER 19-02. 12-20-02)

LIQUOR PERMIT PENALTY FEES:

1ST 30 DAYS DELIQUENT - \$500.00 X 5% = \$525.00

30-60 DAYS OF DELIQUENT - \$525.00 X 5% = \$551.25

60-90 DAYS OF DELIQUENT - \$551.25 X 5% = \$578.81

Sec. 50-58 RENEWAL OF BEER PERMIT

Persons holding permits under this chapter, whether state or local, shall file applications for renewal thereof for the ensuing year in the manner provided by this chapter on or before November 1st of each year. Anyone Filing his renewal application after that date shall be charged a delinquency penalty of twenty five (25) percent over and above the regular fee. If a permittee fails to make his application for renewals before December 31, his application may be denied and the collector may, without notice of hearing, suspend his right to do business.

Any applicant who makes his application his application for renewal before December 31st shall continue business under his old permit unless it has been suspended or revoked or the new permit withheld or denied.

Renewal permits may be withheld or denied on the same grounds and in the same manner as an original permit. (R.S. 26:284; ORDINANCE NUMER 78, 4-8-85)

BEER PERMITS PENALTY FEE:

\$60.00 X 25% = \$75.00

\$75.00 X 25% = \$93.75

SEC. 50-20. POLICE CHIEF AUTHORIZED TO SEIZE STOCK OF PERSONS SELLING ALCOHOLIC BEVERAGES WITHOUT REQUIRED PERMIT.

Should any person, firm, or corporation sell or otherwise dispose of, offer or display for sale, or have in possession for sale, any spirituous, vinous, or malt liquor, containing more than six (6) percent alcohol by volume, without having first obtained a permit or license as herein above provided, the Chief of Police or tax collector shall have the right to seize and confiscated the stock of said spirituous, vinous, or malt liquor containing more than six (6) percent alcohol by volume in said establishment, and shall sell enough thereof to pay for such license or permit. **(ORDINANCE NUMBER 234, & LL.5-14-35)**