



APPLICATION FOR ALCOHOLIC BEVERAGE PERMIT PACKET

Alcoholic Beverage Permit Checklist.

- ✓ Completed and Notarized Application for Alcoholic Beverage Permit
- ✓ Completed Background Checks
 - City of Leesville Police Department
 - Vernon Parish Sheriff's Department
- ✓ Louisiana Office of Alcohol and Tobacco Control (ATC) Application and Receipt of submission (attach copy)
- ✓ Publish Notice of Application for Alcoholic Beverage Permit in Alexandria Town talk.
- ✓ Submit application packet and supporting documents for City Council review
- ✓ Attend City Council meeting
- ✓ Pay for Permit

- Obtain **Application for Alcoholic Beverage Permit** packet:
City of Leesville,
Planning Department
508 S. 5th Street
337-404-4078/4079

- Complete background check with City of Leesville Police Department
- Complete background check with Venon Parish Sheriff's Department

- Application for Louisiana ATC
<https://atc.louisiana.gov/media/ab1bz214/atc-alcohol-schedule-a-form.pdf>

- Publish Notice of Application for Alcoholic Beverage Permit in the Alexandria Town Talk legal section on two separate dates. <https://www.thetowntalk.com/public-notices>

"I am [or 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. Permit to be issued to [Business Owner Name] DBA [Business Name], [Business Address], in the City of Leesville in the parish of Vernon in the State of Louisiana.

[Business Owner Name]

Petition of Opposition should be made in writing in accordance with L.R.S. title 26, Section 85 and 283."

- Completed and notarized application and supporting documents must be submitted no later than the *Thursday prior to City Council meeting* to allow ample time for the topic to be added to the meeting agenda.
- Attend City Council Meeting

- Once permit is approved by City Council, payment can be made at the front cashier:
\$500 for liquor
\$75 for beer
\$575 for liquor and beer

Comments:

If you have any questions or need additional information, please call Kacie Reif at 337-404-4078.



APPLICATION FOR ALCOHOLIC BEVERAGE PERMIT

Liquor Fee \$500.00; Beer Fee \$75.00
Liquor and Beer Fee \$575.00
To be paid upon permit approval by City Council.

Internal Use Only

Business Account: _____

Account(s): _____

Liquor: _____

Beer: _____

Charge Code: Account #

Price: Liquor: \$500.00

Beer: \$75.00

Date of Application: _____

INSTRUCTIONS: Please print or type application and answer questions completely.

Please fill out entire application. If a portion does not apply to you put "N/A". If you do not have a specific permit number issued yet, put "Applied For" and update the information once issued.

Type of License (Check all that apply):

LIQUOR

BEER

A. Restaurant

B. Bar or Lounge

C. Liquor Store

D. Food Store

BUSINESS INFORMATION

Owner's Name (Name of Individual, Partners or Corporation): _____

Full Name of Business: _____

Doing Business As: _____

Location Address: _____

Mailing Address: _____

Phone: _____ Email: _____

Is business located 300 feet or more from a church, school ground and college campus: YES NO

APPLICANT INFORMATION

Full Name of Applicant: _____

Social Security Number: _____ Date of Birth: _____

Phone: _____ Email: _____

Point of Contact Name/Title: _____

Phone: _____ Email: _____

Beginning Date of Business in City of Leesville: _____

New Business

Existing Business Purchase – New Ownership

If new ownership, effective date of change: _____

Is this application for a new owner taking over an existing business that has been selling liquor or beer regularly and continuously to the present time? YES NO

If yes, provide:

Name of Immediate Prior Owner: _____

Permit Number: _____

*If Change of Ownership, enclose a copy of the Sales Contract and Closing Statement. *

TYPE OF OWNERSHIP	
<input type="checkbox"/>	Sole Proprietorship
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	LLC – Limited Liability Corporation
<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Domestic
<input type="checkbox"/>	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 also be attached for each corporate officer.

Name	Corporate Title	Kind of Interest	Percent Owned

Is business to be conducted wholly or partly by one or more managers, agents, or other representatives?

- YES NO

Name	Title

PERMITTING INFORMATION	
Has applicant applied for a local permit? <input type="checkbox"/> YES <input type="checkbox"/> NO	If issued, Permit Number:
Has applicant applied for or hold a State Liquor Permit at this Location? <input type="checkbox"/> YES <input type="checkbox"/> NO	If issued, Permit Number:
Has applicant applied for or hold a State Liquor Permit at this Location? <input type="checkbox"/> YES <input type="checkbox"/> NO	If issued, Permit Number:
Does applicant hold a State Liquor or Beer permit for the current year at another location? <input type="checkbox"/> YES <input type="checkbox"/> NO	If issued, Permit Number:

REQUIRED: Publish Notice of Application for Alcoholic Beverage Permit in the Alexandria Town Talk legal section on two separate dates. Attach copy of publication to application packet.

<https://www.thetowntalk.com/public-notices>

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[Business Owner Name]

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Is the applicant the owner of the premises to be occupied? YES NO

If no, does the applicant hold a bona fide written lease? YES NO

BUILDING OWNER CONTACT INFORMATION	
Building Owner's Name:	
Building Owner's Address:	
Mailing Address:	
Phone:	Email:
Describe part of building to be occupied by business:	

Disclosure of Penalties:

- **City of Leesville Beer Permit \$75.00. Failure to file application before beginning business, or failure to renew permit no later than December 31st 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 failure to renew permit no later than December 31st will incur penalties of 5% of the permit fee with an additional 5% for each additional days or fraction thereafter.**

I am familiar with the City of Leesville Ordinances, Louisiana State Laws and Regulations, and Federal Laws and Regulations governing the operation of this type of business. (Initial) _____

Do you have any questions or comments regarding the ordinances, laws, regulations or application?
 YES NO

State of Louisiana

Parish of _____

On this _____ day of _____, 20____, before me personally appeared _____, to me known to be the person (or persons) described in and who executed the foregoing instrument, and acknowledged that he (or they) executed it as his (or their) free act and deed.

(Signature of notarial officer)

Title (and Rank)

Notary ID Number: _____, or

Attorney Bar Roll 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.

APPLICANT INFORMATION			
Full Name of Applicant:			
Social Security Number:		Date of Birth:	
Race:	Sex:		
Phone:	Email:		
Other Names Used:			

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

ADDRESS	CITY	STATE	PHONE NUMBER	EMAIL

IV. LIST ANY MANAGERS YOU INTEND TO EMPLOY:

NAME	DOB	RACE	SEX	PHONE NUMBER	EMAIL

V. 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? _____

VI. Will there be any licensed gaming devises at this establishment? YES NO

If so, under 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)