

ALCOHOLIC BEVERAGE PERMIT APPLICATION GUIDELINES

1. The Applicant must submit a notarized APPLICATION.
2. The Applicant must ADVERTISE for a permit in the ST. HELENA ECHO for two (2) weeks and have two clippings of the ad with a certification from the editor of THE ECHO.

The State Alcoholic Beverage Control agency also requires the same.

The following is an EXAMPLE of an ADVERTISEMENT:

I am applying to the Commission on Alcoholic Beverage control of the State of Louisiana for a permit to sell beverages of low and high alcoholic content at retail in the Parish of St. Helena; Ward _____, at the following location. NAME OF PLACE OF BUSINESS AND APPROXIMATE MILES FROM A KNOWN TOWN OR PLACE; HIGHWAY, ETC.; NAME OF PERSON APPLYING WITH CORRECT AND CURRENT MAILING ADDRESS.

3. The Applicant must have a copy of the HEALTH SANITATION CERTIFICATE from the Parish Health Sanitation Officer, Mr. Grafton Cooper, after proper inspection of the business establishment. Mr. Cooper can be reached at the St. Helena Parish Health Unit 225+222-6176/4412).
4. The Applicant MUST be in compliance with the AMENDMENT TO CODE OF ORDINANCES - SECTION 14:13 - CHAPTER 14; LIQUOR AND ALCOHOLIC BEVERAGES ST. HELENA PARISH, LOUISIANA:

WHEREAS, THE ST. HELENA PARISH POLICE JURY SHOWS THAT A DETERMINATION, AS TO WHETHER A PROPOSED DEALER IN ALCOHOLIC BEVERAGES IS WITHIN FIVE HUNDRED (500) FEET OF ANY HOSPITAL, VOTING PRECINCT, PUBLIC PLAY GROUND, BUILDING USED EXCLUSIVELY AS A CHURCH SYNAGOGUE, PUBLIC LIBRARY, OR SCHOOL, EXCEPTING A SCHOOL FOR BUSINESS EDUCATION CONDUCTED AS A BUSINESS COLLEGE OR SCHOOL, WOULD BE GREATLY FACILITATED BY THE REQUIREMENT THAT SUCH APPLICANTS PROVIDE AND ATTACH TO THEIR APPLICATIONS FOR ALCOHOLIC BEVERAGE LICENSE AND PERMITS A SURVEY PLAT BY A REGISTERED AND CERTIFIED LAND SURVEYOR DEALING THE APPLICANTS' PROPERTY, SAID SURVEY PLAT SHALL INCLUDE THE COURSE AND DISTANCE BETWEEN SAID PREMISES AND THE APPLICANTS' PREMISES.

The APPLICANT shall be responsible for all billing involved for same. The Applicant should have the legal description of the premises before making an appointment with the Parish Surveyor, Mr. Phillip Holland, located at 18113 Club View Dr. Baton Rouge, LA 70810 and at telephone number 225+751-3984 Also, Surveyor, Mr. A. W. O'Quinn, Sr, located at 39950 John Lanier Road, Pine Grove, LA 70453 and at telephone number 504+777-4505. Also, Surveyor, Mr. William J. Bodin, Jr., located at Bodin and Webb, Inc., Consulting Engineers; 1024 S Cypress, Hammond , LA and telephone number 504+345-3048.

Alcoholic Beverage Permit
Application Guidelines
Page two (2)

5. The applicant must have an OCCUPATIONAL LICENSE before the approval and issuance of a permit from the St. Helena Parish Police Jury. A copy of your license is necessary for the Police Jury office files.
6. A copy of the Applicants Drivers License or a Picture Identification reflecting the social security number is required. The copy can be made in this office.
7. Proof of payment to any of the above is required.
8. If the application is approved, then the Applicant may be issued a permit for a fee of \$5.00 per each permit.

License fees are as follows:

Class "A" Beer	\$	35.00
Class "B" Beer		25.00
Class "A" Liquor		500.00
Class "B" Liquor		300.00

These may be acquired through the St. Helena Parish sheriffs' Office after approval of your application and permits have been acquired.

9. ALL permits are to be renewed by January 31 st of each year.
10. After all forms have been properly completed, the application shall be placed on the agenda and presented to the Police Jury Board for their consideration and approval during a regularly scheduled meeting on which these are held on the second and fourth Tuesdays' of each month.

All of the above is required before being placed on the agenda. NO EXCEPTIONS WILL BE MADE. If you need further assistance, please feel free to call at the listed telephone number below or come into the office. We are here to assist and serve you as needed.

Linda James-Dyer
Alcoholic Beverage Revenue Deputy
St. Helena Parish Police Jury

Phone: 225+222-4567
Fax #: 225+222-6405

Date: _____

OFFICE OF ALCOHOLIC BEVERAGE CONTROL

IMPORTANT NOTICE - DO NOT IGNORE

Act 1016 of the 1995 regular Louisiana Legislative Session states that : Original and renewal applications shall also be accompanied by a signed sales tax clearance from the secretary of the Department of Revenue and Taxation, and the sales tax collection agency or agencies in the parish in which the application is made, which clearance request shall be processed with in seven days.

This office will not renew a permit nor will a new permit be issued without sales tax clearances from both the State Department of Revenue and Taxation and the local taxing authority. It is the taxpayers responsibly to contact both the state and local taxing authorities.

BEER, WINE AND LIQUOR PERMIT
APPLICATION

PARISH OF ST. HELENA

STATE OF LOUISIANA

- (A). What is your name? _____
Trade name? _____
- (B). Residence address? _____
- (C). Location? _____
- (D). Sex? _____
- (E). Are you a Citizen of the United States and State of Louisiana and over twenty one (21) years of age? _____
- (F). Have you resided in the State of Louisiana continuously for a period of not less than two (2) years next preceding the date of filing of this application? _____
- (G). Have you ever been convicted of a felony under laws of United States, the State of Louisiana, or any other state or parish? _____
- (H). Have you ever been convicted in this state or any other state or by the United states of soliciting for prostitution, pandering, letting premises for prostitutes, contributing to the delinquency of Juveniles, keeping a disorderly place, letting a disorderly place or dealing in narcotics? _____
- (I). Have you had a license or permit to sell or deal in alcoholic beverages issued by the United States or any other state or parish revoked within five (5) years prior to this applicaton? _____
- (J). Have you been convicted or had judgement against you involving alcoholic beverages by this state or any other state or parish or the United States within five (5) years prior to the date of this application? _____
- (K). Is your business to be operated by self or agent? _____

Failure to comply with the above statements will be subject to licenses revoked in accordance with act 190 of 1946 Legislature.

_____ being first duly sworn on oath, deposes and says, that he/she has read each of the questions to which he/she has made answer, and that his/her said answers in each instance are true and correct.

Sworn to and subscribed before me, this _____

day of _____ 20 _____

Signed:

Notary Public

Applicant

Alcoholic Beverage Revenue Deputy

**DISTANCE MEASUREMENT REPORT
FOR
ALCOHOLIC BEVERAGE PERMIT**

STATE OF LOUISIANA
PARISH OF ST. HELENA

KNOW ALL MEN BY THESE PRESENTS:

THAT MEASUREMENT WAS MADE ON THIS _____ DAY
OF _____ 20 _____.

THE DISTANCE MEASUREMENT FROM THE PREMISES OF _____

BUSINESS ESTABLISHMENT LOCATED _____

AND ADDRESS BEING _____

TO THAT OF ANY PREMISES OF A SCHOOL, HOSPITAL, PLAYGROUNG, ETC.
BEING _____ FEET WHICH IS _____,
LESSER THAN GREATER THAN
FIVE HUNDRED (500) FEET WHICH IS _____,
IN COMPLIANCE

NOT IN COMPLIANCE

OF THE MEASURING DISTANCE REQUIREMENTS SET FORTH IN AMENDMENT
TO CODE OF ORDINANCES, SECTION 14:13, LIQUOR AND ALCOHOLIC
BEVERAGES, ST. HELENA PARISH, LOUISIANA.

PARISH CIVIL ENGINEER OR SURVEYOR

PARISH ROAD SUPERINENDENT

DISTANCE MEASUREMENT REPORT
PAGE TWO (2)

ALCOHOLIC BEVERAGE REVENUE DEPUTY

SURVEY FEE PAID