

## Beer and Liquor Permits:

### ***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. Parish Sanitation Office 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.

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 Applicant's 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

9. These may be acquired through the St. Helena Parish Sheriff's Office after approval of your application and permits have been acquired.
9. ALL permits are to be renewed by January 31st 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 number below or come into the office. We are here to assist and serve you as needed.

Additional Information:

[Click Here for Important Notice from Office of Alcoholic Beverage Control](#)

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

Phone: (225) 222-4567

Fax: (225) 222-6405