

Instructions for Obtaining an Alcohol Permit

The following instructions are provided for your convenience. Each item must be addressed before the application can be processed. The procedure to issue or deny a permit may take up to 30 days.

Enclosed is the application that must be returned. You also need to include:

- Corporation, LLC or LLP: furnish a copy of your articles of incorporation or organization. All members and their spouses need to obtain a criminal background check.
- Sales tax clearance certificate obtained from the State of Louisiana Taxation & Revenue Department and City of Monroe
- Cashier's Check or Money Order. Make check or money order payable to Ouachita Parish Police Jury.
- Criminal background checks on **YOU AND YOUR SPOUSE** may be obtained from Ouachita Parish Sheriff Department, ID Section, Ouachita Parish Courthouse Annex Building 400 St. John Street, 2nd floor, Monroe, LA 71201.
- New businesses need to advertise in the *Ouachita Citizen* for one day your intent to sell alcohol and obtain a notarized copy. If you are renewing your license you will not need to advertise.
- Proof of ownership or a legal written lease of the premises where the business is to be conducted
- A permit to operate from Department of Health and Hospitals, Office of Public Health, Sanitarian Services, 1650 Desiard Street, Monroe, LA 71201
- **APPLICATION MUST BE SIGNED AND NOTARIZED**

INCOMPLETE PACKETS WILL NOT BE ACCEPTED!

You may mail your application, payment, and enclosures to:

Ouachita Parish Police Jury
Business License Department
P. O. Box 3007
Monroe LA 71210

Or you may drop your application by our office at the Ouachita Parish Courthouse, 301 South Grand St., 2nd Floor, Suite 201. **This is due one week before the next scheduled meeting date.**

If you have any questions, call (318) 327-1340.

Thank you for your cooperation.

Ouachita Parish Police Jury