



Office of Alcoholic Beverage Control  
10136 Florida Boulevard  
P.O. Box 217  
Walker, LA 70785  
Telephone: 225-665-4356 Facsimile: 225-664-0140

## **BUSINESS LICENSE INFORMATION**

This office licenses all businesses and individuals who sell, serve, or dispense alcoholic beverages in the Town of Walker, Louisiana.

### **REQUIRED INFORMATION AND PROCEDURES FOR BUSINESS LICENSE APPLICATIONS:**

1. Zoning Conforming Letter - This letter is obtained from the Inspection Department at 10136 Florida Blvd. Walker, LA 70785 (225) 665-4356.
2. Notice of Intent Application - All applicants must apply at the Walker Town Hall 10136 Florida Blvd. Walker, LA 70785. The fee for the Notice of Intent Application is \$600.00 (Payable in money order or cashier's check to the Town of Walker or cash.)
  - \* All applicants for business licenses are required to file this application.
  - \* Each applicant is required to post a sign and appear before the Planning and Zoning Board.
  - \* During the posting period, the Building Official will check the location for compliance with city regulations.
3. Property Rezoning - In addition to filing a Notice of Intent application, rezoning of the property may be necessary if a Class A license is desired and the location has never been issued a Class A license, or if the location has not been issued a Class A license within the past year.
  - \* The proper zoning for issuance of a Class A license under these circumstances is RC-CAB I for restaurants and RC-CAB2 for bars and lounges.
  - \* Any business location zoned RC-CAB I is required to operate primarily as a restaurant. "Primarily" is defined as over 50% of the business revenue being in the sale of food. If rezoning is needed, contact the Planning and Zoning Department at 10136 Florida Blvd. Walker, LA 70785 or call (225) 665-4356.Note: Class B permits holders are allowed in the RC Zoning District without the requirement of rezoning.
4. Property Information
  - \* A copy of the lease, rental statement, or an Assessment Certificate, depending on whether you lease, rent on a monthly basis or own the property.
  - \* If you are in the process of purchasing the property, a copy of the purchase agreement or act of sale will be needed.**All documents must be signed by all parties involved and notarized.**
5. Business Ownership - Sole proprietorships or partnerships \* A copy of each owner's driver's license.
  - \* A Schedule A form completed and notarized on each partner.
  - \* A Schedule A form completed and notarized on each owner's spouse (even if the spouse is not involved in the business).
  - \* A copy of each spouse's driver's license.



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6. Business Ownership - Corporations

\*Complete copies of the Articles of Incorporation, certified by the Secretary of the Corporation and registered with the Louisiana Secretary of State Office.

\* A corporate resolution permitting the corporation to engage in the sale of alcoholic beverages.

\* A corporate resolution listing the corporate stockholders and officers, their resident addresses, and the percentage of stock each holds in the corporation.

\* A copy of each stockholder and corporate officer's driver's license (must have a photo, no temporary licenses accepted).

\* A Schedule A form completed and notarized on all corporate officers and stockholders.

7. Occupational License

\*This license is obtained from the Town Hall at 10136 Florida Blvd. Walker LA, 70785.

\*Furnish the A.B.C. Office with a copy of this license or the license receipt.

8. Livingston Parish Sales Tax Registration or Clearance

\* All businesses are required to register for Livingston Parish sales taxes and remain current on payment of same.

\*Proof of registration and a tax clearance can be obtained from the Livingston Parish School Board at 13909 Florida Blvd. Livingston, La. (225)-686-7044.

\*Questions concerning sales taxes should be directed to the Livingston Parish School Board (225)-686-7044

9. Vendor/Server Training Class Attendance

\* All business owners who work in the business are required to attend this class prior to the issuance of a license.

\* All managers and employees licensed through this office are required to attend this class before their individual licenses are issued.

10. Inspection Reports

\*Before an application can be approved for issuance of a permanent license, we must receive a final inspection report showing that the building meets all fire prevention, plumbing, building, electrical and health codes. These inspections are arranged through the Inspection Office at 10136 Florida Blvd. Walker, LA 70785 (225) 665-4356.

\*For updated information on inspection status, call the Permit Office at (225) 665-4356.

\*We must also have an approved health inspection report from the Livingston Parish Health Unit at (225) 686-7017

NOTE: The mailing address for your business must be the same with Sales Tax, Occupational Licenses and Alcoholic Beverage Control.



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Upon completion of the above steps the following are the types of licenses issued and the fees:

License Type	Fee
Class A Liquor (consumption on premises)	\$500.00
Class A Beer (consumption on premises)	\$75.00
Class A Liquor (Caterer)	\$500.00
Class A Beer (Caterer)	\$75.00
Class B Liquor (package sales only)	\$500.00
Class B Beer (package sales only)	\$75.00
Class R Permit (Restaurant, Sunday sales)	\$85.00
RAH Permit (Restaurant After Hours)	\$50.00
After Hours Clean Up Permit	\$20.00
Classified Employee License; Waiter/Waitress	\$25.00
Retail Clerk License	\$25.00
All Duplicate Licenses	\$10.00

**Payment for licenses may be made in cash, cashier's check or money order, payable to the Town of Walker. No personal or business checks are accepted.**

The A.B.C. Board must review and approve all business license applications before any permanent licenses can be issued.

**Temporary permits** may be issued when all requirements are met, except final building and health inspections. Temporary permits, when issued are for 30 days, giving the business that length of time to complete these final inspection requirements.

**You must have a State and local license to operate.** All applicants should apply for and obtain a license from the State of Louisiana as soon as possible. For information on state licenses, contact the Louisiana State Alcohol and Tobacco Control at 8549 United Plaza Boulevard, or call (225) 925-4041.

Call the Bureau of Alcohol, Tobacco and Firearms at 389-0485 for information concerning a federal tax stamp.