

# Instructions for Obtaining an Alcohol Permit

The following instructions are provided for your convenience. Each item must be answered or 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, please furnish a copy of your articles of incorporation. All members and their spouses need to obtain a criminal background check.
- Sales tax clearance certificate obtained from the City of Monroe and State of Louisiana Taxation & Revenue Department
- 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, I. D. Section, Ouachita Parish Courthouse Annex Bldg. 400 St. John St, 2<sup>nd</sup> floor, Monroe, LA 71201.
- New businesses need to advertise in the News-Star for two days 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 St., Monroe, LA 71201
- **APPLICATION MUST BE SIGNED AND NOTARIZED**

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., 2<sup>nd</sup> 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