City of Minden

520 Broadway Street
Post Office Box 580
Minden, LA 71058-0580
318-377-2144

RETAIL ALCOHOL PERMIT APPLICATION INSTRUCTIONS

DOCUMENTATION REQUIRED: NEW

- Completed New Retail Alcohol Permit application.
- Completed Affidavit section of application authorized by Notary Public.
- Certified copy of lease or deed covering the premises.
- Alcohol Tax Clearance Certificate from Webster Parish Sales Tax Commission.
- Alcohol Tax Clearance Certificate from State of Louisiana – Department of Revenue – Office of ATC.
- Copy of current City of Minden Occupational License.
- Floor plan sketch describing portion of the building to be used for alcohol sales.
- Plat of property (Can be obtained from the City of Minden Building Official at the time of application).

DOCUMENTATION REQUIRED: RENEWAL

- Completed Renewal Retail Alcohol Permit application.
- Completed Affidavit section of application authorized by Notary Public.
- Certified copy of lease or deed covering the premises.
- Alcohol Tax Clearance Certificate from Webster Parish Sales Tax Commission.
- Alcohol Tax Clearance Certificate from State of Louisiana – Department of Revenue – Office of ATC.
- Copy of current City of Minden Occupational License.

APPLICATION PROCEDURE: NEW AND RENEWAL

- **The application process may take up to 35 days –** From date received in office.
- Submit completed application form, affidavit, and **all required documentation** to the City of Minden Inspections and Permit office. (All required documentation for either New or a Renewal).
- Attach the **proper fee** with **completed application** (Fees found in Permit Fees section).
- Alcohol permit will await approval of the City of Minden's application and confirmation of approval from the Louisiana Office of Alcohol and Tobacco Control.
- If approved, Inspections and Permit office will inform applicant and begin process of issuance of license.
- We recommend making application to the Louisiana Office of Alcohol and Tobacco Control at the same time or before applying to the city. Applications can be processed simultaneously.

NEW APPLICATIONS ONLY:

- The Inspections and Permit office will verify zoning, occupancy, and proximity to prohibited areas.
- The Inspections and Permit office will attach a plat of the property showing all required elements.
- The application will then be submitted for approval and confirmation of approval from the Louisiana Office of Alcohol and Tobacco Control.

Failure to file application before beginning business, or, for renewal of permit no later than November of each year will incur penalties. Penalties include 25% of permit fee, plus 6% interest per year until paid. If sued on, or placed in the hands of an attorney for collection, the delinquent owing for such permit shall pay attorney's fees plus 10% penalties and interest. All applications for City Alcohol Permits shall be sent to the Inspections and Permit office and/or City Clerk, City of Minden, 520 Broadway Street (Post Office Box 580) Minden, Louisiana 71055. The permit application process may take up to 35 days to complete from the date the application was received.