



Liquor & Beer Permits Parish of Calcasieu License Office

901 Lakeshore Drive, 5th Floor, Lake Charles, LA 70601
PO Box 1583, Lake Charles, LA 70602
(337)721-3640 • www.calcasieu.gov
OccupationalLicense@calcasieu.gov

How to Apply for Liquor & Beer Permits

Submit the following completed documents for each owner for a New Permit:

- Completed [Liquor & Beer Permit Application](#) with fees
- Completed [General Occupational License Application](#) with fees
- Completed [Liquor Occupational License Application](#) with fees, if applicable
- Signed [Applicant Acknowledgement Form](#) of Code of Ordinances
- Copy of Driver's License
- Copy of the deed or notarized lease of the business location which includes the legal description
- [Zoning Compliance Form](#)
- Affidavit of Publication from the [American Press](#) of the ad required by the Alcoholic Beverage Commission/State of Louisiana
- [Calcasieu Parish Inventory Property Tax Certification Form](#) – signed by deputy
- Completed, approved Calcasieu Parish School Board Sales Tax Clearance Certificate www.calcasieusalestax.org
- [State Sales Tax Clearance Certificate](#) from the LA Department of Revenue
- [Calcasieu Parish Health Unit](#) Approval
- Copy of the [Secretary of State's](#) Certificate if an LLC or Corporation (Articles of Organization)
- Notarized partnership agreement, if applicable
- [Schedule A](#), notarized, by the manager, all owner(s), partner(s), and/or officer(s)
- Copy of Naturalization papers, if applicable

The owner's name(s) and trade names must agree on all documents submitted (applications, sales tax clearances, property/inventory tax form, health unit approval, leases, ads, etc.) whether applying as an individual, corporation or partnership. Names must appear as on the driver's license, no nicknames.

Applicants must meet all qualifications (i.e. must be at least 21 years of age, no felony convictions, etc.)

Applications are presented to the Police Jury for approval. They meet on the first and third Thursday of each month.

Fees:

Class A: Consumption on premises

Liquor \$100.00 Beer \$35.00

Class B: Consumption off premises (Package)

Liquor \$50.00 Beer \$25.00

Initial Occupational License \$50.00

Initial Liquor License: \$150.00

Permits are valid for the calendar year and are renewed no later than November 1st for the following year calendar year.

Helpful Links

Alcohol & Tobacco Commission

<https://atc.louisiana.gov/>

Bar Cards - CPSO

<https://www.cpsso.com/about-1/special-services/>

Health Unit

www.dhh.louisiana.gov/index.cfm/subhome/19