



P.O. Box 400 * St. Francisville, LA 70775
Phone (225) 635-3688 * Fax (225) 635-6984 * email: townhall@townofstf.com

HOW BUSINESS APPLY FOR ALCOHOL PERMIT

- 1) Complete Application of Alcoholic Beverage Permit for the Town of St. Francisville & pay the permit fee.
- 2) Receive and review a copy of the Alcohol Ordinances.
- 3) Submit a NOTARIZED COPY of the SCHEDULE A FORM for every individual of the company that owns more than 5 percent of the capitol stock.
- 4) Have your legal notice of intent to sell alcohol published in the Town's official journal.
 - a) Complete the Alcoholic Beverage Permit Note and return it to The Advocate. Contact numbers for The Advocate are attached for your convenience.
 - b) The Town of St. Francisville's liquor permit ordinance states that the publication of legal notice of intent to sell liquor has to be published two (2) times in the Town's official journal which is the ADVOCATE EXTRA.
 - c) You will need to request an affidavit of publication from THE ADVOCATE showing that the Legal Notices have been published 2 times.
- 5) If the building is being rented, you will need to provide a copy of the lease to the Town.
- 6) Once the Town has received the following items, the request for Alcohol Permit will be placed on the Agenda.
 - Permit Application and Permit fee
 - Notarized Schedule A Forms
 - Copy of Lease (For Renters Only)
 - Affidavit of Publication

If approved by the Board and payment has been received, an Alcohol Permit will be issued.