



City of Minden

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

RETAIL ALCOHOL PERMIT APPLICATION

APPLICATION INSTRUCTIONS

List of items to be presented at time of application:

1. Completed Application for Retail Alcohol Permit
2. Completed Schedule "A" for each Owner, Partner, Manager or Agent.
3. Certified copy of lease or deed covering the premises.
4. Alcohol Tax Clearance Certificate from Webster Parish Sales Tax Commission
5. Copy of current City of Minden Occupational License.
6. Floor plan sketch describing that portion of the building to be used for alcohol sales.
7. Plat of property (Can be obtained from the City of Minden Building Official at the time of application).
8. Copy of fingerprints (can be obtained from Webster Parish Sheriff's Office)
9. Valid Photo Identification
10. Published notice (affidavit from newspaper) and (2) Proof of publication.

APPLICATION PROCEDURE:

1. Submit completed application form and all attachments to the City of Minden Building Official.
2. The Building Official will verify Zoning, Occupancy and Proximity to prohibited areas.
3. The Building Official will attach a plat of the property showing all required elements.
4. Application is forwarded to the City Clerk for review. The application process can take up to 30 days.
5. Alcohol permit will be issued pending approval of the city application and confirmation of approval from the Louisiana Office of Alcohol and Tobacco Control.
6. If approved, City Clerk will inform applicant and fees will be due upon issuance of license.
7. 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.