



DEPARTMENT OF FINANCE
Terrebonne Parish Consolidated Government

P.O. Box **2768**
Houma, Louisiana **70361-2768**

tpcg.org
PHONE **985-868-5050**

Beer/Liquor License Applicant:

To avoid possible delays in processing your application, this office has attached all the information and forms that will help speed paperwork along and prevent costly delays.

Each applicant for a license to sell alcoholic beverages at an outlet shall, upon applying for a license, pay a license application fee of twenty-five dollars (\$25), which shall be in addition to any other license fees, permit fees, or other fees for retailers, wholesalers, or dispensers of alcoholic beverages under City, Parish, State, and/or Federal regulations.

Also, the spouse of the business owner must submit a record check. LA R.S. 26:280.

Applicant must contact the Office of Alcohol and Tobacco Control Dept. (State of LA Liquor License Department) Baton Rouge, LA at (225) 925-4041.

A business must obtain **both** State and Parish liquor licenses to operate withing Terrebonne Parish/City of Houma.

If you have any questions, please call (985) 873-6466.

CHECKLIST FOR NEW LIQUOR/BEER APPLICATION

For your liquor and/or beer permit to be considered for approval, the following items must be completed and presented to the Bill Pay and Licensing Division at 8026 Main Street, Houma, LA 70360.

REQUIRED DOCUMENTATION	ADDITIONAL INFORMATION
Board of Health Certificate	Phone Number: (985) 857-3770
Application for Liquor and/or Beer License*	Fill out application completely. It must be signed and notarize before submitting. <i>See table at bottom of page for listing details.</i>
Record Check	Terrebonne Parish Sheriff's Office , 3441 West Park Ave (985) 876-2500 Record check must include listing requirements below plus the manager (if different from the owner) of the premises where business will be operated. <i>See table at bottom of page for listing details.</i>
Sales & Use Tax Certificate*	Sales & Use Tax , Government Tower – 6 th Floor (985) 876-3734 You must obtain an Occupational License before you can be issued the Sales & Use Tax Certificate.
Certificate of Publication of the Legal Advertisement in Terrebonne Parish's Official Newspaper	Indicate intent to apply to the commissioner of alcohol and tobacco control of the State of Louisiana to sell alcoholic beverages. Advertisement must contain the names and addresses of the applicable ownership. <i>See table at bottom of page for listing details.</i>
Proof of Ownership or Legal Lease	If Legal Lease, completed paperwork must include: <ul style="list-style-type: none"> • Term of lease • Description of premises sufficient to determine exact location (ex. municipal address) • Signature of lessor and lessee
Executed Affidavit*	Must state that applicants possess the qualifications set forth in ordinance. <i>See table at the bottom of page for listing details.</i>
Approval of Proper Zoning*	Planning & Zoning , Government Tower – 1 st Floor Phone Number: (985) 873-6567
Approval of Location Restriction for On-Premises Consumption Only*	Must be approved by both: <ul style="list-style-type: none"> • Planning & Zoning, Government Tower – 1st Floor (985) 873-6567 • Houma Police Department (HPD) or Terrebonne Parish Sheriff's Office (TPSO) <ul style="list-style-type: none"> ○ HPD- 500 Honduras Street (985) 873-6371 ○ TPSO – 3441 West Park Avenue (985) 876-2500
Approval of Ordinance Requirements	Must be approved by Bill Pay & Licensing Division, Gov Tower – 1 st Floor

**Form included in this Application Packet*

TYPE OF OWNERSHIP	LISTING REQUIREMENTS
Individual owner	Only the owner is required to be listed.
Partnership	All partners are required to be listed. In no event less than those persons authorized to sell alcoholic beverages.
Corporation	All officers, board of directors, stockholder owning more than five percent (5%), and managers must be listed. In no event less than those persons authorized to sell alcoholic beverages.

BILL PAY AND LICENSING APPLICATION FOR LIQUOR AND/OR BEER LICENSE



FOR CITY OF HOUMA/PARISH OF TERREBONNE

Liquor and/or Beer License Number: _____
Calendar year ending December 31, 2026

Receipt Number: _____
(For office use only)

Permits are due January 1 and become delinquent March 1 the following year.

To: Terrebonne Parish President and Council Persons

The undersigned hereby applies for one of the following alcoholic beverage permits for the calendar year ending December 31, 2025, to dispense alcoholic beverages as stated below on the premises hereinafter described and hereby agrees to comply with all laws, ordinances, and regulations of the State, Federal, Parish, and City governments regulating the sale of alcoholic beverages.

Type: _____

SECTION 1. BUSINESS DETAILS			
Business Name			
Business Address Street	City	State	Zip
Home Phone			
Mailing Address Street	City	State	Zip

SECTION 2. OWNER DETAILS			
Owner Name			
Owner Address Street	City	State	Zip
Owner Phone	Date of Birth	Place of Birth	
Sex	Race	How long have you been a resident of the State of Louisiana?	
Marital Status	If married, to whom?		
Single	Married	Divorced	Separated

CLASS 'A' RETAIL LIQUOR	High content, on premise consumption	\$300	
	Low content, on or off premise	\$47	
CLASS 'B' RETAIL PACKAGE	High content, off premise	\$175	
	Low content, off premise	\$35	
WHOLESALE	High content	\$400	
	Low content	\$100	
CLASS 'C' NON-PROFIT ORGANIZATION	Low content	\$25	
APPLICATION FEE		\$25	\$25
		TOTAL	

I affirm that the information in this application is true and correct.

Notary

Applicant's Signature

Please complete this form and deliver to Bill Pay and Licensing, 8026 Main Street, Houma, LA 70360 with remittance payable to: Terrebonne Parish Consolidated Government.

**BILL PAY AND LICENSING
 REMEDIES FOR COLLECTION, INCLUDING INTEREST,
 PENALITES, ETC. FOR THE PURPOSE OF ENFORCEMENT**



TERREBONNE PARISH CONSOLIDATED GOVERNMENT

The Terrebonne Parish Consolidated Government, State of Louisiana, acting as the governing authority of the Parish and under the rules and regulations promulgated with the Terrebonne Parish General Sales and Use Tax ordinance levying the tax states:

SECTION 25-250: If any dealer liable for any tax, interest or penalty levied under this article sells his business or stock of goods or quits the business, he shall make a final return and payment withing fifteen (15) days after the date of selling or quitting the business. His successor, successors, or assigns if any, shall withhold sufficient of the purchase money to cover the amount of such taxes, interest, and penalties due and unpaid until such time as the former owner shall produce receipt from the director showing that they have been paid, or a certificate stating that no taxes, interest, or penalties are due. If the purchaser of a business or stock of goods fails to withhold purchase money as provided in this section, he shall be personally liable for the payment of the taxes, interest, and penalties accrued and unpaid on account of the operation of the business by any former owner, owners, or assignors.

SECTION 25-260: The Parish of Terrebonne may require a bond or other security satisfactory to the director for the payment of any taxes, fees, interest, and penalties, or any of them, imposed pursuant to the resolution when he shall find that the collection thereof may be prejudiced without such security.

Under the provisions of the two (2) sections stated above this is to certify that the Director of the Parish of Terrebonne Sales and Use Tax Department has no objection to the issuance of city licenses or permits for the sale of alcoholic beverages to;

Section 1. APPLICANT DETAILS			
Please fill in fields below and submit to Terrebonne Parish Sales and Use Tax Department for approval.			
Business Name			
Owner			
Physical Location Street	<i>City</i>	<i>State</i>	<i>Zip</i>
Mailing Address Street	<i>City</i>	<i>State</i>	<i>Zip</i>

 DIRECTORY OR DULY AUTHORIZED DEPUTY

 DATE

BILL PAY AND LICENSING AFFIDAVIT



TERREBONNE PARISH CONSOLIDATED GOVERNMENT

STATE OF LOUISIANA
PARISH OF TERREBONNE

I DO HEREBY CERTIFY:

1. That I am (indicate which applies):
 - A. The applicant for liquor and/or beer license, or a partner in the applicant's business.
 - B. The spouse of applicant.
 - C. A stockholder of the applicant, which is a corporation, holding more than 5% of the stock in the corporation.
 - D. The manager or other representative of the applicant's business.
2. That the premises for which the license being obtained is not located within three hundred feet (300') of the property line of any library, school, playground, or church. Also: If in the overlay district, nightclubs, bars, lounges, taverns, and any other use that generates more than fifty percent (50%) of its revenue through the sale of alcohol may not locate within one thousand feet (1,000') of any school, church, recreation area, or playground, or any residentially zoned district, as measured from the front property line of the business along the highway corridor in any direction.
3. That I am:
 - A. At least eighteen (18) years old (not applicable to spouse of applicant)
 - B. A citizen of the United States and a resident of the State of Louisiana continuously for a period of not less than two (2) years preceding the date of filing of the application. *(This provision does not apply to corporations if the manager complies.)*
4. That I (indicate which applies):
 - A. Have not been convicted of a felony or of soliciting for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place, letting a disorderly place or illegally dealing in controlled substances in any city, parish, state, or country.
 - B. I was convicted of the offense of _____ in the following Court _____ on _____, but I have been pardoned for that offense.
5. That I have not had a license, certificate of qualification, or permit to sell or deal in alcoholic beverages issued by the United States, any state, or by any political subdivision of a state authorized to issue permits. Licenses or certificates of qualification suspended or revoked within two (2) years prior to the application or been convicted or had a judgement of court rendered against me involving alcoholic beverages by the United States any state or any political subdivision of a state, for two (2) years prior to the date of this application.
6. That I have not been adjudged by the board, the Commissioner of Alcohol and Tobacco Control, or convicted by a court of violating any of the provisions of Title 26 of the Louisiana Revised Statutes.
7. That I have not been convicted of violating any of the Municipal or Parish Ordinances adopted pursuant to the provisions of La. R.S. 26:494.
8. That I do not owe the State of Louisiana any delinquent sales taxes, penalties, or interest, excluding items under formal appeal pursuant to applicable statutes.

APPLICANT INFORMATION AND SIGNATURES

I hereby certify that the above information is to the best of my knowledge, true and correct.

Name of Business

Date

Applicant Printed Name

Applicant Signature

Notary Public

BILL PAY AND LICENSING ZONING APPROVAL FOR LIQUOR AND/OR BEER LICENSE

TERREBONNE PARISH CONSOLIDATED GOVERNMENT



APPLICANT DETAILS			
Owner		Representative	
Phone Number			
Owner Mailing Address Street	City	State	Zip
Trade Name			
Physical Address of Business Street	City	State	Zip
Type of Business			

ZONING NOTES AND APPROVAL	
<p>The person submitting this form is applying for a liquor and/or beer license in the city of Houma/parish of Terrebonne. Please indicate if the business is in the proper zone.</p>	
<p>Comments</p>	
Zoning Administrator	Date

**BILL PAY AND LICENSING
 LOCATION RESTRICTIONS FOR LIQUOR AND/OR BEER LICENSES
 FOR ON-PREMISE CONSUMPTION**



TERREBONNE PARISH CONSOLIDATED GOVERNMENT

APPLICANT DETAILS			
Date	Owner		
Representative			
Trade Name		Phone Number	
Physical Address of Business Street	City	State	Zip
Mailing Address Street	City	State	Zip
Type of Business			

ZONING NOTES AND APPROVAL
<p>The person named above is applying for a liquor and/or beer license for on-premise consumption. It shall be unlawful for any person to sell at retail for on-premises consumption any alcoholic beverage within three hundred (300) feet of the property lines of any library, school, playground, or church, also if in the overlay district, nightclubs, bars, lounges, taverns, and any other use that generates more than fifty (50) percent of its revenue through the sale of alcohol may not locate within one thousand (1,000) feet of any school, church, recreation area or playground, or any residentially zoned district, as measured from the front property line of the business along the highway corridor in any direction. Please indicate if the business location is in compliance with Sec. 4-4 (B) and Sec. 28-76 (2) (a) of the Terrebonne Parish Consolidated Government alcoholic beverage ordinance.</p>
<p>Planning Director <i>Planning & Zoning Department</i></p>
<p>Chief/Sheriff Law Enforcement <i>HPD or TPSO</i></p>

BILL PAY AND LICENSING

CHAPTER 4 - ALCOHOLIC BEVERAGES



ARTICLE I. – IN GENERAL

Sec. 4-2.- Penalty; applicability

Any person who violates any provision of this chapter shall, upon conviction, pay a fine of not more than five hundred dollars (\$500.00) or serve up to thirty (30) days in the parish jail or both, at the discretion of the court, and may be subject to any other penalty, including suspension or revocation of license or certificate set forth in this chapter.

(Parish Code 1979, § 4-90; Ord. No. 4563, 10-10-90; Ord. No. 5746, § 3, 3-10-97)

State Law reference— Penalties for violations of alcoholic beverage ordinances, R.S. 26:493; penalties for violations of statute on the office of alcoholic beverage control, R.S. 26:521.

Sec. 4-3.- Closing hours.

(a) It shall be unlawful for any outlet which sells or dispenses alcoholic beverages for on-premises consumption to remain open for business between the hours of 2:00 a.m. and 9:00 a.m. on any day of the week, including, but not limited to, Saturdays and Sundays. Any such outlet shall close at or before 2:00 a.m. on every day of the week, including, but not limited to, Saturdays and Sundays, and shall not reopen for business until 9:00 a.m.

(b) In order to promote the safety and welfare of the citizens of the parish, it shall be unlawful for any person or any agent, representative or employee acting on behalf of such person, to sell, donate, serve or dispense liquors and/or alcoholic beverages for on-premises consumption or to allow alcoholic beverages to be consumed on any premises occupied, leased, owned or in any way under the direct or indirect control of such person or any agent, representative or employee acting on behalf of such person, between the hours of 2:00 a.m. and 9:00 a.m. on any day of the week, including, but not limited to, Saturdays and Sundays. This section shall apply to all premises except private residences which are used twenty-four (24) hours a day exclusively as an inhabited dwelling and for no other purpose.

(c) In addition to the penalties provided for in section 4-2, any violation of this section shall be grounds for a suspension or revocation of the license or permit to sell at retail alcoholic beverages in this parish, and the parish government may suspend or revoke licenses or permits to retail dealers for any violation of this section in accordance with the provisions of R.S. 33:4785 through 33:4788.

(Parish Code 1979, § 4-2; Ord. No. 4493, 5-23-90)

State Law reference— Suspension or revocation of permits issued under the Alcoholic Beverage Control Law, R.S. 26:90 et seq.; suspension or revocation of permits of dealers in beverages of low alcoholic content, R.S. 26:286 et seq.; Sunday laws, R.S. 51:191 et seq.

Sec. 4-5.- Open containers.

It shall be unlawful for any person to sell, disburse or permit the sale or disbursement of alcoholic beverages in an open container for consumption off the licensed premises, or to furnish open containers to patrons for the intent and purpose of removal and consumption of alcoholic beverages off the licensed premises.

(Parish Code 1979, § 4-4)

State Law reference— Retailer without a proper license allowing consumption of alcoholic beverages on or contiguous to premises, R.S. 26:91(6).

Sec. 4-29.- Duration; suspension; revocation; hearing; appeal.

(h)In addition to any penalties that may be imposed as set forth in section 4-2, the following penalties shall be imposed:

- (1)On the first violation of any provision of this chapter, any license issued pursuant to this chapter shall be suspended by the administration office for sixty (60) consecutive calendar days.
- (2) On the second violation of any provision of this chapter, any license issued pursuant to this chapter shall be revoked by the administration office.

(Parish Code 1979, § 4-64; Ord. No. 5746, § 4, 3-10-97)

Sec. 4-33.- Open containers in outdoor areas prohibited.

- (a)It shall be unlawful for any person to possess an open container, as defined in section 4-1 herein, on the outside premises of any outlet licensed pursuant to this chapter.
- (b)The provisions of this section do not apply to a bona fide patio area or clearly designated outside facility established by the outlet to serve alcoholic beverages. This exception, however, shall not apply to the parking lot, street front or similar areas surrounding an outlet.
- (c)The owner of any outlet licensed pursuant to this chapter shall post a sign notifying customers that it is unlawful for any person to possess an open container of alcoholic beverage on the outside premises of the outlet; however, the lack of such a sign shall not exculpate any person found guilty of violating the provisions of this section.
- (d)The provisions of this section shall not apply along the route of a parade which has been permitted pursuant to the provisions of this Code during the times of such parade.
- (e)Any person who violates any provision of this section shall, upon conviction, pay a fine of not more than five hundred dollars (\$500.00) or serve up to thirty (30) days in the parish jail, or both, at the discretion of the court.

(Ord. No. 4932, 10-14-92)

Sec. 4-34.- Nudity and partial nudity prohibited.

(a)It shall be unlawful for any person to perform as a nude or partially nude entertainer, or to otherwise appear in a nude or partially nude condition in or on any outlet, premises or building of an establishment or place of business:

- (1) engaged in the business of wholesaling, retailing, or dealing in alcoholic beverages; or
- (2) wherein alcoholic beverages are handled as contemplated by Louisiana Revised Statute 26:241.

(b)It shall be unlawful for any person required to hold an alcoholic beverage license or certificate pursuant to this chapter to allow nude or partially nude entertainment, including dancing, or to otherwise allow anyone to appear in a nude or partially nude condition, in or on the outlet, premises or building of any establishment or place of business:

- (1) engaged in the business of wholesaling, retailing, or dealing in alcoholic beverages; or
- (2) wherein alcoholic beverages are handled as contemplated by Louisiana Revised Statute 26:241.

(c)Any violation of this section shall be a misdemeanor and subject to the penalties outlined in sections 4-2 and 4-29(h) of this chapter.

(Ord. No. 5746, § 5, 3-10-97; Ord. No. 6147, § 3, 12-15-99)

BILL PAY AND LICENSING

CHAPTER 4 - ALCOHOLIC BEVERAGES



ARTICLE III. – CERTIFICATE OF QUALIFICATION TO DISPENSE

Sec. 4-51.- Required.

Except as otherwise provided in this chapter, no individual shall sell or dispense alcoholic beverages in any outlet for on-premises consumption without obtaining a certificate from the office of the parish government designated for such purpose by the parish president.

Sec. 4-52.- New employee shall obtain, when.

New employees hired to sell or dispense alcoholic beverages for on-premises consumption shall secure a certificate of qualification pursuant to the provisions of this article within five (5) days of their employment.

Sec. 4-53.- Persons not required to have certificate.

If an individual is the holder of a license issued pursuant to the provisions of this chapter which authorizes the sale of alcoholic beverages at an outlet, he may sell or dispense them at that outlet without obtaining the certificate required by the provisions of this article.

Sec. 4-59.- Display.

Any individual who sells or dispenses alcoholic beverages in a licensed outlet for on-premises consumption shall have his certificate of qualification in his immediate possession at all times while employed and engaged in the selling or dispensing of alcoholic beverages, and shall display it upon demand of any officer or agent of the state commissioner of alcoholic beverage control or any police officer of the state, parish, or city.

Sec. 4-60.- Employing person who does not obtain certificate.

No person holding a license to sell alcoholic beverages for on-premises consumption, and no agent, associate, employee or representative of any such holder of a license shall employ or retain any individual who has failed or refused to obtain a certificate of qualification as required by this article.

Sec. 4-61.- Grounds for revocation.

A certificate required by the provisions of this article shall be subject to revocation:

- (1) For any violation by its holder of any of the provisions of this article; or
- (2) If the holder no longer possesses the qualifications required for him to be issued such certificate.

(Parish Code 1979, § 4-28)

State Law reference— Grounds for revocation of employment certificates for minors, R.S. 23:191.