

CITY OF SHREVEPORT

RENEWAL CHECKLIST FOR ALCOHOL BUSINESSES

Before approving any renewal applications, the following must be met:

1. Digital Camera System (Started September 30, 2019)
 - Cameras shall be positioned to record all entrances and exits, all stairways and elevators, all points of sales, all parking lots, and all fueling areas.
 - Cameras shall be in operation and recording any time the establishment is open for business and for one hour after closing.
 - All recorded videos shall be maintained for at least 30 days and shall be made readily available to law enforcement upon request.
 - If you don't have a designee manager available for your camera system, the Shreveport Police (**ABO Agents only**) will need your log on for your camera system.
2. Valid City of Shreveport Occupational License. (**Your Business License**)
3. Valid Louisiana Tax Certificate properly displayed.
4. Premises Clean and Sanitary. (Inside & outside)
5. Alcohol purchased from authorized wholesaler.
6. Operating with State and Local Alcohol Beverage Licenses.
7. Employees operating with valid ABO Cards.
8. For Bars and Liquor Stores:
 - Display of Prohibited Acts signs inside and outside.
 - Compliance with local and state laws pertaining to minors on premises.

****Please do not bring any hard drives, flash drives, or pictures to the ABO Office, unfortunately, the agents will have to come where your business is located****

If you fail inspections for any reason listed above and your business needs to be reinspected, please call 1-318-673-6140 and leave a message or email us at ABOO@shreveportla.gov.

Once the agents approve your Liquor Licenses, your application is sent to our Revenue Department at 505 Travis St. All fees with the city must be paid before you can receive your Alcohol License. If you are needing to pick up your Liquor License, you can reach out to Terrance Neal at Terrance.Neal@shreveportla.gaov or Diane Smith at Dianne.Adams-Smith@shreveportla.gov. They need to have something in writing saying you are coming to pick up license. **If you have any other questions about fees, call Revenue at 318-673-5581 or 318-673-5598.**

Thank you,

ABO Staff