



City of New Albany, Indiana  
Jeff M. Gahan  
Mayor

## A Message from the City of New Albany

Welcome to the City of New Albany! We thank you for choosing our River City to open your business.

In order to obtain a Riverfront Alcohol License/Permit, the enclosed packet is what you need to get started. First and foremost, you must be a business in good standing. Please understand that these are licenses permitted within a geographical area and it is imperative that the business be run so as to not violate local, state, and/or federal laws. Being a good corporate citizen will make this process go a lot smoother and quicker. These licenses are reviewed yearly by the local Alcohol & Tobacco Commission Board. The city also takes an active role in the renewal process if violations or complaints regarding the operations of the business are reported. We look forward to your business success and growth.

Below is a list of what you need to do.

- Request a packet from the city
- Complete the packet
- Email the completed application to [tfischer@cityofnewalbany.com](mailto:tfischer@cityofnewalbany.com)
- In the email above, tell us how many employees you have, how many you will be adding, and how much of an investment you've made in the business
- A letter from the mayor of New Albany will be provided to you supporting your request for a Riverfront Liquor License
- After receiving your letter from the mayor, mail it, the completed application and a \$1,000 check (for a list of accepted check types, see the following page from the ATC). Their address is on page 6 of the application.
- Normal voting and processing times for applications are eight to twelve weeks. You will be notified by the State of Indiana Alcohol & Tobacco Commission. Please be aware that a condition of the permit is food that must be available to be served at the location.
- **Rule 20. Food Requirements**  
905 IAC 1-20-1 Minimum menu requirements  
Authority: IC 7.1-2-3-7; IC 7.1-3-24-1  
Affected: IC 7.1-3-20-9  
Sec. 1. Under the qualification requiring that a retail permittee to sell alcoholic beverages by the drink for consumption on the premises must be the proprietor of a restaurant located, and being operated, on the premises described in the application of the permittee; and under the definition of a "restaurant" as "any establishment provided with special space and accommodations where, in consideration of payment, food without lodging is habitually furnished to travelers,"—and "wherein at least twenty-five (25) persons may be served at one time;" the Commission will,

hereafter, require that the retail permittee be prepared to serve a food menu to consist of not less than the following:

Hot soups.

Hot sandwiches.

Coffee and milk.

Soft drinks.

Hereafter, retail permittees will be equipped and prepared to serve the foregoing foods or more in a sanitary manner as required by law. (Alcohol and Tobacco Commission; Reg 36; filed Jun 27, 1947, 3:00 pm; Rules and Regs. 1948, p. 58; readopted filed Oct 4, 2001, 3:15 p.m.: 25 IR 941; re-adopted filed Sep 18, 2007, 3:42 p.m.: 20071010-IR-905070191RFA; readopted filed Oct 29, 2013, 3:39 p.m.: 20131127-IR-905130360RFA; readopted filed Oct 29, 2019, 11:50 a.m.: 20191127-IR-905190418RFA)