

Tenant/Applicant Request to Process Plan Approvals under the Master Conditional Use Permit For the Sale of Alcohol at LAX (*Please Allow 1-3 Weeks for Processing)	
Establishment Name	Tenant Lease/Agreement Number: <i>(Obtained from your BRM)</i>
Establishment Address:	Unit/Space Number
Present Use:	Proposed Use:
Establishment location:	
TENANT INFORMATION <small>(Information must match the information supplied to the State of California Dept. of Alcoholic Beverage Control)</small>	
Business Name	Authorized Agent
Address	City
State	Zip
	Email
DESIGNATED REPRESENTATIVE – CONTACT INFORMATION	
Business Name	Authorized Agent
Address	
City	State
	Zip
Email	Phone Number
Application Type: <input type="checkbox"/> New <input type="checkbox"/> Modify existing Permit Conditions <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Relocation	Establishment Type <input type="checkbox"/> Restaurant <input type="checkbox"/> Lounge <input type="checkbox"/> Retail <input type="checkbox"/> Other
Location: (check all that apply) <input type="checkbox"/> Terminal 1 <input type="checkbox"/> Terminal 3 <input type="checkbox"/> Terminal 5 <input type="checkbox"/> Terminal 7 <input type="checkbox"/> Terminal 2 <input type="checkbox"/> Terminal 4 <input type="checkbox"/> Terminal 6 <input type="checkbox"/> Terminal 8 <input type="checkbox"/> TBIT/Bradley West <input type="checkbox"/> MSC <input type="checkbox"/> Commuter Terminal <input type="checkbox"/> Other _____	<input type="checkbox"/> STERILE <input type="checkbox"/> NON-STERILE
Estimated Milestones	
Estimated start date for the sale of alcohol:	

Establishment Specifications

Physical Characteristics of the Establishment

1. Total square footage of establishment space: _____
2. Total occupancy load as determined by the Fire Department: _____
3. Total number of seats being provided within the establishment space: _____
(Includes barstools, dining tables that include chairs – any seating area where beverages are consumed)
**The total seat count must match the Floor Plans seat count.*
4. Does the establishment have multiple levels? Yes No

Operation of the Establishment

1. Hours of operation of establishment: _____
2. Hours of sale of alcoholic beverages: _____
3. Will there be accessory retail uses on the site? Yes No

If yes, list general type of items being sold in the “Additional Information” section.

Note: *The allowable hours for alcoholic beverage sales and dispensing are determined by the State of California.*

Security

1. Total number of employees at establishment, at any given time _____
**This number represents the average number of employees working an average shift at the establishment.*

Food

1. Will there be a kitchen within the establishment area? Yes No

On Site Consumption

1. Will there be a separate bar or cocktail lounge within the establishment area? Yes No
If Yes, floor plans must show the details of the cocktail lounge and the separation between the dining and lounge facilities.
2. Will off-site sales of alcohol be provided accessory to on-site sales (“Take Out”)? Yes No
If Yes, a request for off-site sales of alcohol is required as well.

Off Site Consumption

1. Will the establishment have Incidental Off-Site alcohol sales? Yes No
2. Will cups, glasses or other containers be sold which might be used for the consumption of alcohol at the establishment? Yes No
3. Will beer or wine coolers be sold in single cans, or will wine be sold in containers less than 1 liter (750 ml)?
 Yes No

ADDITIONAL INFORMATION (provide a list of general accessories being sold here and/or Off-Site Alcohol Sales)

PROJECT DESCRIPTION: Provide a written description the project.

CONTACT INFORMATION: If you have any comments or questions please contact Commercial Development or Environmental Planning.

Address: Commercial Development
6053 W. Century Blvd
4th Floor
Los Angeles, CA 90045-6430

Phone: 424-646-7200

Email: ProjectApprovals@lawa.org

Environmental Planning
6053 W. Century Blvd
10th Floor
Los Angeles, CA 90045-6430

424-646-5174

LAXPlanning@lawa.org

STERILE AREAS ONLY

NO FEES ARE REQUIRED FOR APPLICATIONS WITHIN THE STERILE AREAS

ATTACHMENTS:

- All attachments must be submitted electronically.
- Each attachment must be ≤ 10 MB. Readable PDF preferred.
- Form and electronic files should be submitted via e-mail to LAXPlanning@lawa.org and ProjectApprovals@lawa.org

DRAWINGS

- Floor Plans** are required for all projects.
- Site Plan** showing the location of the proposed project within the terminal.
- Renderings** include any additional drawings and renderings that have been produced.
- Elevations** (areas with multiple levels) must be submitted if the request involves issues regarding height, aesthetics or design elements.

The *Floor Plans, Elevations Instructions* are available under the Forms & Processes section at www.planning.lacity.org

PHOTOGRAPHS

- Color Photograph(s)** of the site is required and keyed to numbers on the accompanying index map.
- Index Map** with arrows and keyed numbers indicating from where and what direction the photos were taken.

MENU

- Menu:** Provide a copy of the menu if food is to be served.

Approved requests will be issued a Letter of Authorization.

Establishments located in the non-sterile areas at LAX must also submit an application with the Los Angeles Department of City Planning for the sale of alcohol.

NOTE: THIS IS NOT A REQUEST TO THE STATE OF CALIFORNIA, DEPARTMENT OF ALCOHOL AND BEVERAGE CONTROL (ABC). Tenant is responsible for applying and meeting ABC's requirements for the sale of alcohol. LAWA will only process requests through the local (City of Los Angeles) approval process.