

<b>Tenant/Applicant Request to Process Plan Approvals under the Master Conditional Use Permit For the Sale of Alcohol at LAX</b> <small>(*Please Allow 1-3 Weeks for Processing)</small>	
<b>Project/Business Name</b>	<b>Tenant Lease/Agreement Number:</b> <i>(Obtained from your BRM)</i>
<b>Project Address:</b>	<b>Unit/Space Number</b>
<b>Present Use:</b>	<b>Proposed Use:</b>
<b>Project area location:</b>	
TENANT INFORMATION	
<small>(Information must match the information Los Angeles World Airports supplied to the State of California Dept. of Alcoholic Beverage Control)</small>	
Company/Applicant	Authorized Agent
Address	City
State	Zip                      Email
DESIGNATED REPRESENTATIVE – CONTACT INFORMATION	
Company	Authorized Agent
Address	
City	State                      Zip
Email	Phone Number
<b>Application Type:</b> <input type="checkbox"/> New <input type="checkbox"/> Modify existing Permit Conditions <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Relocation	<b>Business Type</b> <input type="checkbox"/> Restaurant <input type="checkbox"/> Lounge <input type="checkbox"/> Retail <input type="checkbox"/> Other
<b>Location:</b> (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"/> <b>STERILE</b>  <input type="checkbox"/> <b>NON-STERILE</b>
<b>Estimated Milestones:</b>	
Estimated Start Date for the Sale of Alcohol:	

Project Specifications
<p><b>Physical Characteristics of Site</b></p> <p>1. Total Square Footage of Tenant establishment space: _____</p> <p>2. Total occupancy load as determined by the Fire Department: _____</p> <p>3. Total Number of seats being provided within the tenant establishment space: _____  <i>(Includes barstools, dining tables that include chairs – any seating area where beverages are consumed)</i>  <i>*The total seat count must match the Floor Plans seat count.</i></p> <p>4. Does the area have multiple levels?    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>Operation of the Establishment</b></p> <p>Will there be accessory retail uses on the site?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, list general type of items being sold in the “Additional Information” section.</p> <p><i>Note: The Sale of alcohol must be during the hours of 5:00 A.M to 1:00 A.M Weekly (Sunday through Saturday)</i></p>
<p><b>Security</b></p> <p>Total number of employees on site, at any given time _____  <i>*This number represents the average number of employees working an average shift at the establishment.</i></p>
<p><b>Food</b></p> <p>1. Will there be a kitchen on site?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>On Site Consumption</b></p> <p>1. Will there be a separate bar or cocktail lounge within the tenant establishment area?   <input type="checkbox"/> Yes   <input type="checkbox"/> No          If Yes, floor plans must show the details of the cocktail lounge and the separation between the dining and lounge facilities.</p> <p>2. Will off-site sales of alcohol be provided accessory to on-site sales (“Take Out”)?   <input type="checkbox"/> Yes   <input type="checkbox"/> No          If Yes, a request for off-site sales of alcohol is required as well</p>
<p><b>Off Site Consumption</b></p> <p>1. Will the establishment have <u>Incidental</u> Off-Site alcohol sales?    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>2. Will cups, glasses or other containers be sold which might be used for the consumption of alcohol on the premises?    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>3. Will beer or wine coolers be sold in single cans, or will wine be sold in containers less than 1 liter (750 ml)?  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>ADDITIONAL INFORMATION</b> <i>(provide a list of general accessories being sold here and/or Off-Site Alcohol Sales)</i></p>

**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.

**PROJECT DESCRIPTION:** Provide a written description the project.

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

Address: Commercial Development Group  
6053 W. Century Blvd  
4<sup>th</sup> Floor  
Los Angeles, CA 90045-6430

Phone: 424-646-7200

Email: [ProjectApprovals@lawa.org](mailto:ProjectApprovals@lawa.org)

Environmental Planning Division  
6053 W. Century Blvd  
10<sup>th</sup> Floor  
Los Angeles, CA 90045-6430

424-646-5174

[LAXPlanning@lawa.org](mailto: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](mailto:LAXPlanning@lawa.org) and [ProjectApprovals@lawa.org](mailto: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 Plan** (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](http://www.planning.lacity.org)

**PHOTOGRAPHS (optional)**

- 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 projects will be issued a Letter of Authorization.

Projects 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.