

**ST. JOHN THE BAPTIST PARISH
OCCUPATIONAL LICENSE APPLICATION PROCESS**

Register with the Sales and Use Tax Office

A SALES TAX IDENTIFICATION # must be obtained through the St. John Sales and Use Tax Office at the following location:

ACI ST. JOHN, LLC
1704 Chantilly Drive, Suite 101
LaPlace, LA 70068
Telephone # (985) 359-6600

Louisiana Health Department Permit

If your business involves food and/or alcohol, a HEALTH PERMIT must be obtained through the Louisiana Health Department at the following location:

ST. JOHN PARISH HEALTH UNIT
473 Central Avenue
Reserve, LA 70084
Telephone # (985) 536-2128

Where to Submit your Occupational License Application for Approval

What documents must be presented with the application –

- Completed and Notarized Occupational License Application
- Sales and Use Tax Registration Certificate
- Health Department Permit (if your business involves food and/or alcohol)
- Photocopy of your driver's license

Submit the above documents to the following department:

ST. JOHN PARISH SERVICE CENTER
Planning & Zoning Department
102 East Airline Highway
LaPlace, LA 70068
Telephone # (985) 651-5565

Receiving Your Occupational License

The St. John Parish Sheriff's Office issues the actual Occupational License and there is a separate fee for issuance of the actual license. Once the St. John Sheriff's Office receives your approved Occupational License Application, you will be notified of the license fee and when you can pick-up your Occupational License. Occupational Licenses are not mailed.

The Sheriff's Office will charge a \$50.00 fee to a Retail Business and a Combination Fee of \$100.00 if the business is Alcohol and Retail.

IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT:

ST. JOHN PARISH SHERIFF'S OFFICE
1801 West Airline Highway
LaPlace, LA 70068
Deputy Elizabeth Drago
(985) 652-9513 EXT 118

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

**ST. JOHN THE BAPTIST PARISH
OCCUPATIONAL LICENSE APPLICATION**

SALES TAX I.D. # _____ HEALTH DEPARTMENT PERMIT # _____

OWNER'S FULL NAME _____
Last First Middle Initial

ADDRESS _____
Street Name

_____ *City State Zip Code*

NAME OF BUSINESS _____

BUSINESS LOCATION _____
Street Name

_____ *City State Zip Code*

(If different from location)

MAILING ADDRESS _____
P. O. Box # or Street Name

_____ *City State Zip Code*

TELEPHONE # (____) _____ - _____ FAX # (____) _____ - _____

EMAIL ADDRESS _____
(Business or individual)

TYPE OF OWNERSHIP: Partnership Sole Proprietor Corporation

NAME OF MANAGER/OPERATOR _____

Business Classification: Retail Restaurant Contractor
 Peddler Beer Liquor
 Other: _____

This Section to be Completed and Approved by Parish Administration

Date Application Submitted _____ / _____ / _____
Month Day Year

Application Process Fee - \$60.00 Paid by: Cash Check # _____

Zoning Classification _____ Council District # _____ Council-At-Large Div. _____

APPROVED DENIED

Planning & Zoning Director Date

This Section to be Completed and Approved by Parish Sheriff's Office

APPROVED DENIED

Sheriff Date

Processed by Sheriff's Office _____ / _____ / _____
Month Day Year By:

Contacted for Pickup _____ / _____ / _____
Month Day Year By:

AFFIDAVIT

I, _____, have applied for an occupational license to the Office of the Parish President of St. John the Baptist Parish for a business which will bear the name of: _____ and will

be located at _____

Street Name

City

State

Zip Code

Business activities which will be conducted at the above address, in the name of said business, will be as follows:

I, hereby acknowledge under oath that the above information given is true to the best of my knowledge, and that this will be the only business activity at the above location. I, also hereby acknowledge under oath that the business activity which will be conducted at the above location is in full compliance with all Ordinances of St. John the Baptist Parish, and both State and Federal laws.

Signature of Applicant

Title

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____,
200____.

Notary Public

NOTICE TO APPLICANT

This application will be processed for a fee of \$60.00, which will be submitted with this application to St. John the Baptist Parish Planning & Zoning Department. The \$60.00 fee is non-refundable regardless of the approval or denial of this application. The processing fee does not include the cost of the actual occupational license. The actual occupational license must be purchased from the St. John Sheriff's Office prior to commencing your business activity.