



ST. JOHN THE BAPTIST PARISH

Planning & Zoning Department

102 East Airline Highway • LaPlace, LA 70068
Phone: 985-651-5565 • www.sjbparish.com

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
- Lease or proof of ownership
- Commercial Occupation License requires Louisiana State Fire Marshal Approval.
(Please give them a call for requirements at **504-455-7313**)
- Beer & Liquor - see additional requirements (attached)

Submit the above documents to the following department along with a \$60.00 Check or Money Order to:

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

OD-Sept 2010

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

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

OWNER'S FULL NAME _____
Last First Middle Initial

_____ Date of Birth Driver's License No. State Social Security Number

ADDRESS: _____
Street City State Zip Code

NAME OF BUSINESS _____

ADDRESS: _____
Street 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: Money Order _____ Check # _____

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

APPROVED DENIED

_____ Planning & Zoning 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 _____, 20_____.

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.*

ST. JOHN THE BAPTIST PARISH QUALIFICATIONS REQUIRED OF APPLICANTS FOR ALCOHOL PERMITS

CONTENTS OF APPLICATIONS FOR PERMITS

A. Every person, firm, or corporation desiring to engage in the business of selling vinous, malt, or spirituous liquors at wholesale or retail, shall before commencing business, make application for a permit to do so to the Police Jury of the Parish of St. John the Baptist, which said application shall give the name, residence, age, place of business, kind of business and such information as the Police Jury may require. (Ordinance of January 4, 1951, Section 2)

SECTION 15:15 QUALIFICATIONS REQUIRED OF APPLICANTS FOR PERMITS

A. Applicant for state and local permits of all kinds shall meet the following qualifications and conditions.

1. Is a person of good character and reputation and over (18) years of age.
2. Is a citizen of the United States and of the State of Louisiana and a resident of the State of Louisiana continuously for a period of not less than two (2) years next proceeding the date of the filing of the application. However, the requirements as to Louisiana citizenship do not apply to wholesalers or retailers who held permits on or prior to January 1, 1946.
3. Is the owner of the premises or has a bona fide written lease therefor.
4. Has not been convicted of a felony under the laws of the United States or any other state or country.
5. Has not been convicted in this or any other state or by the United States or any other country for soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place, or illegally dealing in narcotics.
6. Has not had a license or permit to sell or deal alcoholic beverages, issued by the United States, any state, or by any political subdivision of a state authorized to issue permits or licenses, revoked within one (1) year prior to the application, or been convicted or had a judgement of court rendered against him involving alcoholic beverages by this or any other state or by the United States for one (1) year prior to the application.
7. Has not been adjudged by the Board or convicted by a court of violating any of the provisions of this Chapter.
8. Has not been convicted of violating any municipal or parish ordinances adopted pursuant to the provisions of this Chapter. If the applicant has been so convicted, the granting of a permit or of a renewal is within the discretion of the Board.
9. Is not the spouse of a person whose application has been denied or whose permit has been revoked, unless judicially separated or divorced; provided that in such cases the age of the ineligible spouse shall be immaterial.

B. If the applicant is a partnership or anyone in partnership with or financed by another, all members of the partnership or all the persons in any way financially interested in the business shall also possess the qualifications of an applicant. The application shall state the full names of all partners and person financially interested and furnish their proper addresses and each shall furnish his affidavit showing his qualifications, as required of an applicant.

C. If the applicant is a corporation, all officers and directors and all stockholders owning in the aggregate more than five percent (5%) of the stock and the person or persons who shall conduct or manage the business shall possess the qualifications required of an applicant, to be shown by the affidavit of each accompanying the application. However, the requirements as to citizenship and residence do not apply to officers, directors, and stockholders of corporations applying for retail permits only. The corporation shall be either organized under the laws of the State of Louisiana or qualified to do business within the State of Louisiana.

D. If the applicant's business is to be conducted wholly or partly by one or more managers, agents, servants, employers, or other representatives, that person shall also possess the qualifications required of the applicant, to be shown by the affidavit of each accompanying the application.

E. If the applicant, or any other person required to have the same qualifications, does not possess the required qualifications, the permit may be denied.

Upon submittal of beer & liquor license you need:

- Application filled out and notarized
- Fire Marshal (stating OK for permanent occupancy or OK for occupancy) can't say temporary
- Health Department (pink paper)
- Sales Tax Certificate
- Sixty dollars check or money order (payable to St. John Council)
- Copy of ownership or lease
- Social Security number for owners, spouses & manager and spouses
- Original newspaper ads (required to advertise 2 times in local paper)
- Proof of residency in Louisiana for the past 2 years for owner, spouses & managers and spouses & managers and spouses
- Copy of driver's license for owners, spouses & manager and spouses