



## **OCCUPATIONAL LICENSE PACKET**

### **Occupational License Checklist Application for Occupational License Information Sheet**

#### **Occupational License Checklist**

- Verify zoning (Code Enforcement Office)
- Certificate of Occupancy (Code Enforcement Office)
- Completed application
- Check for all applicable Business Authorization/ID Numbers  
(Items A, B, C, D will be required for licenses)
- Health Permit, if applicable (attach copy)
- License trade approval letter, if applicable (attach copy)
- Non-profit 501(c)3, if applicable (attach copy)

**Small Business Administration offers a wealth of knowledge and information on starting and continuing a business. Check out their website for further information.**

**<https://www.sba.gov/>**

**Or a local Small Business Development Center: <https://www.nsula.edu/sbdc/>**

#### **Comments:**

**See attached Application for Occupational License with the City of Leesville.**

**If you have any questions or need additional information, please call  
Judy Mitchell at 337-404-4078.**

**We are located at 508 S. 5<sup>th</sup> St. Leesville, LA 71446**

**\*\* NOTE: IF you have more than one business nationally, you will also need a  
Chain Store License; the cost depends on how many stores you have.**

**Please see the attached Chair Store Pricing Sheet (PAGE 4)**



# APPLICATION FOR OCCUPATIONAL LICENSE

Date of Application: \_\_\_\_\_

Date Opened: \_\_\_\_\_

**Application is required for: (check all that apply)**

**How many stores**

**How Many Stores in**

New Business     Purchase of Existing Business     Chain Store

**Nationally** \_\_\_\_\_

**Leesville** \_\_\_\_\_

Name of New Business: \_\_\_\_\_

Name of Prior Business (if applicable): \_\_\_\_\_

Nature of Business – Description of Sale or Activities: \_\_\_\_\_

Location Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Business Owner’s Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Business Owner’s Address: \_\_\_\_\_

**Type of Ownership: (check one)**

Sole Proprietorship     Partnership     LLC – Limited Liability Corporation     Corporation

Non-Profit     Other: \_\_\_\_\_

**Business Authorizations/ I.D. Numbers (where applicable):**

- A. Local Sales & Use Tax Number: X \_\_\_\_\_ See A on Attachment
- B. Louisiana State I.D. Number: X \_\_\_\_\_ See B on Attachment
- C. Federal Employer I.D. X \_\_\_\_\_ See C on Attachment
- D. Certificate of Occupancy Number: X \_\_\_\_\_ See D on Attachment
- E. Health Permit (attach copy): X \_\_\_\_\_
- F. License trade approval letter (attach copy): \_\_\_\_\_
- G. Non-Profit 501(c)3 Number: \_\_\_\_\_

**Building Owner’s Contact Information:**

Building Owner’s Name: \_\_\_\_\_

Owner’s Address: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**AUTHORIZATION**

I affirm that the information given on this application is true and correct. I will report any change in business ownership, operation, and/or address immediately.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Accepting City Employee

\_\_\_\_\_  
Date

**Initial Fee is \$50; renewals are based upon gross income. See Page 4 if you have more than one store.**

## Occupational License Information Sheet

In order to obtain a new Occupational License for the City of Leesville, the following steps must be taken, if applicable, before submitting the application:

\_\_\_ Obtain Occupational License packet and return to cashier to pay fee:

City of Leesville, Finance Department

508 S. 5<sup>th</sup> Street

337-404-4078/4079

\_\_\_ Verify zoning:

\_\_\_ Obtain a **Certificate of Occupancy:** **Cost \$75** (D)

City of Leesville- (Billy McShan) MHI Construction

512 S. 3<sup>rd</sup> Street

337-404-4081 OR 337-208-0195

\_\_\_ Obtain a **local Sales & Use Tax** number:

**Vernon Parish Sales Tax Department** (A)

117 Belview Rd

337-239-1631

OR

**ONLINE APPLICATION FOR VERNON PARISH SALES TAX**

[Parishe-file.revenue.louisiana.gov](http://parishe-file.revenue.louisiana.gov)

\_\_\_ Obtain a **State ID Number:** (B)\*\**Must Have*\*\*

<http://revenue.louisiana.gov>

Click on LaTAP link

\_\_\_ Obtain a **Federal Tax I.D. number** (C)

<https://www.irs.gov/businesses>

\_\_\_ Obtain a Board Of **Health Permit**, *if applicable*, (required by City Inspector prior to obtaining of Certificate of Occupancy):

Vernon Parish Health Unit, Office of Public Health (E)

406 W. Fertitta Blvd.

337-238-6410

\_\_\_ Obtain City Inspection and **Building Permits**, if necessary:

MHI Construction

512 S. 3<sup>rd</sup> St

337-404-4081

\_\_\_ License trade applicants (electricians, etc.) must obtain an approval letter:

MHI Construction

512 S. 3<sup>rd</sup> St

337-404-4081

\_\_\_ Obtain a **Non-profit 501(c)3** number, if applicable:

<http://revenue.louisiana.gov/>

\_\_\_ Obtain **Fire Marshall Inspection:**

Call Fire Marshall in Alexandria for Appointment **318-767-6099** Fire Marshall Franciso Brown Ofc Admin.

**CITY OF LEESVILLE CHAIN STORE LICENSE**  
**ANNUAL TAX SCHEDULE**

<b>A CHAIN OR GROUP HAVING:</b>	<b>AMOUNT OF TAX PER STORE IN LEESVILLE:</b>
<b>1) Not more than 10 stores</b>	<b>\$10 per store</b>
<b>2) More than 11, but not more than 35 stores</b>	<b>\$15 per store</b>
<b>3) More than 36, but not more than 50 stores</b>	<b>\$20 per store</b>
<b>4) More than 51, but not more than 75 stores</b>	<b>\$25 per store</b>
<b>5) More than 76 but not more than 100 stores</b>	<b>\$30 per store</b>
<b>6) More than 101, but not more than 125 stores</b>	<b>\$50 per store</b>
<b>7) More than 126, but not more than 150 stores</b>	<b>\$100 per store</b>
<b>8) More than 151, but not more than 175 stores</b>	<b>\$150 per store</b>
<b>9) More than 176, but not more than 200 stores</b>	<b>\$200 per store</b>
<b>10) More than 201, but not more than 225 stores</b>	<b>\$250 per store</b>
<b>11) More than 226, but not more than 250 stores</b>	<b>\$300 per store</b>
<b>12) More than 251, but not more than 275 stores</b>	<b>\$350 per store</b>
<b>13) More than 276, but not more than 300 stores</b>	<b>\$400 per store</b>
<b>14) More than 301, but not more than 400 stores</b>	<b>\$450 per store</b>
<b>15) More than 401, but not more than 500 stores</b>	<b>\$500 per store</b>
<b>16) 501 or More stores</b>	<b>\$550 per store</b>

1. Rate, of Tax-The rate of tax is determined from the total retail stores operated under the same Franchise name and/or under the same general management, supervision, ownership or control, wherever located.
2. Measure of Tax – The measure, or the amount of tax due the City of Leesville, is determined by applying the rate of tax to the total retail stores in Leesville.
3. Example-If an operator of a total of 36 retail stores located in Texas, New York, Alabama & Louisiana operated 2 stores in Leesville, LA., the amount of chain store tax would be computed as follows: The license tax schedule above shows that the rate of tax on a chain of between 36 and 50 stores is \$20 per Leesville store; therefore, the amount of tax due would be 2 Leesville stores at \$20 each or a total of \$40.
4. This license is in addition to the Occupational License Tax required for operating business in the City of Leesville.