



APPLICATION FOR OCCUPATIONAL LICENSE PACKET

Occupational License Checklist.

- ✓ Verify zoning (Planning and Development Office)
- ✓ Certificate of Occupancy (Planning and Development Office)
- ✓ Fire Marshall Certificate, if applicable (attach copy)
- ✓ Completed application
- ✓ Check for all applicable Business Authorization/ID Numbers
- ✓ Health Permit, if applicable (attach copy)
- ✓ License trade approval letter, if applicable (attach copy)
- ✓ Non-profit 501(c)3, if applicable (attach copy)

- Obtain **Application for Occupational License** packet and return to cashier to pay fee:
City of Leesville,
Finance Department
508 S. 5th Street
337-404-4078/4079

- Verify zoning with Planning & Zoning when filing application.

- Obtain a **Local Sales & Use Tax** number:
Vernon Parish Sales Tax Department
117 Belview Rd
337-239-1631

- OR

- ONLINE APPLICATION FOR VERNON PARISH SALES TAX
https://parishe-file.revenue.louisiana.gov/default_1.aspx

- Obtain a **State ID Number**
<http://revenue.louisiana.gov> - Click on Geauxbiz

- Obtain a **Federal Tax I.D. Number**
<https://www.irs.gov/businesses>

- Obtain a **Certificate of Occupancy (\$75)**
City of Leesville- (Billy McShan) MHI Construction
337 3rd Street
337-404-4081 **OR** 337-208-0195

- Obtain **Fire Marshall Inspection (Inquire with Building Inspector):**
Call Fire Marshall in Alexandria for Appointment **225-377-6905** Fire Marshall Jimmy Henson

- 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
406 W. Fertitta Blvd.
337-238-6410

- Obtain City Inspection and **Building Permits**, if necessary:
MHI Construction
512 S. 3rd St
337-404-4081

- License trade applicants (electricians, etc.) must obtain an approval letter:
MHI Construction
512 S. 3rd St
337-404-4081

- Obtain a **Non-profit 501(c)3** number, if applicable:
<http://revenue.louisiana.gov/>

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 Kacie Reif at 337-404-4078.

Leesville City Hall
Planning and Zoning Department
508 S. 5th St. Leesville, LA 71446

***Hotel/Inn Applicants:** Application Fee to be determined by number of rooms. \$2.00 per room.

**** 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 Chain Store Pricing Sheet (PAGE 4).



APPLICATION FOR OCCUPATIONAL LICENSE

Initial Fee is \$50; renewals are based upon gross revenue.
See Page 5 for Chain Store Fees

Internal Use Only

Account(s):
Retail: _____
Chain: _____

Charge Code: Account #
 Price: \$50.00
 Chain Store Code: Account #
 No. of Stores: _____
 Price: \$ _____

Date of Application: _____ Date Opened: _____

Application is required for: (check all that apply)

- New Business
 Purchase of Existing Business
 Chain Store
 How many stores Nationally _____
 How Many Stores in Leesville _____

BUSINESS INFORMATION

Name of New Business:
Name of Prior Business (if applicable):
Nature of Business:
Location Address:
Mailing Address:

BUSINESS CONTACT INFORMATION

Point of Contact Name/Title:	
Phone:	Email:
Business Owner's Name:	
Phone:	Email:
Business Owner's Address:	

TYPE OF OWNERSHIP	
	Sole Proprietorship
	Partnership
	LLC – Limited Liability Corporation
	Corporation
	Non-Profit
	Other

BUSINESS AUTHORIZATIONS/ID NUMBERS	
Local Sales (Vernon Parish) & Use Tax Number	
Louisiana State I.D. Number**	
* Federal Employer I.D. (EIN)	
Certificate of Occupancy Number	
Health Permit (attach copy)	
License trade approval letter (if applicable)	ATTACH COPY
Non-Profit 501(c)3 Number (if applicable)	

State I.D. Number required if filing State taxes as a business.

BUILDING OWNER'S CONTACT INFORMATION

Building Owner's Name:	
Phone:	Email:
Building Owner's Address:	
Building Owner's 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

City of Leesville Chain Store License Annual Tax Schedule

A chain or group having:

- 1) Not more than 10 stores
- 2) More than 11, but not more than 35 stores
- 3) More than 36, but not more than 50 stores
- 4) More than 51, but not more than 75 stores
- 5) More than 76, but not more than 100 stores
- 6) More than 101, but not more than 125 stores
- 7) More than 126, but not more than 150 stores
- 8) More than 151, but not more than 175 stores
- 9) More than 176, but not more than 200 stores
- 10) More than 201, but not more than 225 stores
- 11) More than 226, but not more than 250 stores
- 12) More than 251, but not more than 275 stores
- 13) More than 276, but not more than 300 stores
- 14) More than 301, but not more than 400 stores
- 15) More than 401, but not more than 500 stores
- 16) 501 or More stores

Tax per store in Leesville:

- \$10 per store
- \$15 per store
- \$20 per store
- \$25 per store
- \$30 per store
- \$50 per store
- \$100 per store
- \$150 per store
- \$200 per store
- \$250 per store
- \$300 per store
- \$350 per store
- \$400 per store
- \$450 per store
- \$500 per store
- \$550 per store

- 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.
- 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.
- Example – if an operator of a total of 36 retail stores located in Texas, New York, Alabama and 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.
- This license is in addition for the Occupational License Tax required for operating business in the City of Leesville.