



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:



APPLICATION FOR OCCUPATIONAL LICENSE

Date of Application: _____

Date Opened: _____

Application is required for: (check all that apply)

New Business Purchase of Existing Business Chain Store Number of stores _____

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: _____
- B. Louisiana State I.D. Number: _____
- C. Federal Employer I.D. or Owner’s SSN: _____
- D. Certificate of Occupancy Number: _____
- E. Health Permit (attach copy): _____
- 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 Preparer

Date

Initial fee is \$50.00; renewals are based upon gross income.

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
401 Nolan Trace
337-404-4098/4099

___ Verify zoning:

___ Obtain a Certificate of Occupancy:

City of Leesville-Code Enforcement Office (Kimberly Beery)
401 Nolan Trace
337-404-4103

___ Obtain a local Sales & Use Tax number:

Vernon Parish Sales Tax Department
117 Belview Rd
337-239-1631

___ Obtain a state sales tax number:

<http://revenue.louisiana.gov/>
Click on LaTAP link

___ Obtain a Federal Tax I.D. number (if not using Social Security number):

<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
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/>