



## MOBILE VENDOR- OCCUPATIONAL LICENSE COMPLIANCE FORM

TO SUBMIT APPLICATION ONLINE VISIT [WWW.MGOCONNECT.ORG/CP/PORTAL](http://WWW.MGOCONNECT.ORG/CP/PORTAL)

### OFFICE USE ONLY

Project No: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Approved for Parish Compliance—Planning and Zoning

Date

Approved for Parish Compliance—Parish President

Date

### **BUSINESS OWNER INFORMATION**

Business Name: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Mobile Vendor Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **ADDITIONAL BUSINESS INFORMATION**

Change in Ownership of Existing Business ☐ YES ☐ NO

Previous Use: \_\_\_\_\_

# of Proposed Parking Spaces: \_\_\_\_\_

Business Description: \_\_\_\_\_

The following items must be satisfied to be approved by the Parish:

- ☐ Zoning Compliance (\$60 fee)
- ☐ Zoning Inspection (\$50 fee)
- ☐ Deed/Proof of Ownership and Lease (if applicable).
- ☐ Site plan showing buffer, parking, etc.
- ☐ LA Health Department Permit (if applicable; see page 3).

The Planning Department will verify that your business is a permitted use and that it meets all site requirements.

You may be contacted to provide additional materials such as a more detailed business description or parking plan.

*I hereby acknowledge that the information on my application for an occupational license is true to the best of my knowledge, and that this will be the only business activity at the above location.*

Applicant's Signature

Date

1811 W. Airline Hwy., LaPlace, LA 70068

Phone: 985-651-5565

[www.sjbparish.gov](http://www.sjbparish.gov)

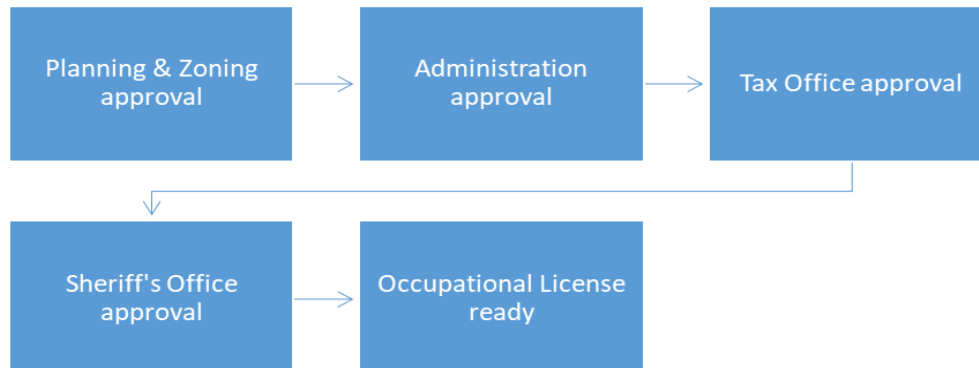
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### EXHIBIT A: Occupational License Steps

1. Submit an Occupational License Compliance Form to the Planning and Zoning Department (<https://www.sjbparish.gov/files/content/public/departments/planning-and-zoning/forms/oclicense-parishcomplianceform7.1.22.pdf>)
  - Request a level one occupancy inspection report from the LA State Fire Marshal (225-925-4920 or [sfm.dps.louisiana.gov](http://sfm.dps.louisiana.gov)), submit a copy of the approved plan review to the Planning & Zoning Department
  - Request a permit from the LA Health Department (**food and beverage use only**) (985-444-5639), submit a copy of the pink document to the Planning & Zoning Department
  - Complete a Wastewater User application (<https://www.sjbparish.gov/files/sharedassets/public/planning-amp-zoning/waste-water-user-application.pdf>), submit to the Planning & Zoning Department
  - Pay applicable fees:
    - \$60 check, money order, or credit card payment (payable to St. John Parish Council)
    - \$100 check or money order (payable to St. John Parish Utilities)

**Please note that a Change of Use application and additional permits may be required if there is a change of use.**

2. Pick up or download your Occupational License packet from ACI St. John (Parish Tax office) ([http://www.lalocaltax.com/docs/OLT\\_Application.pdf](http://www.lalocaltax.com/docs/OLT_Application.pdf))
3. Submit an Occupational License Application to the ACI St. John (Parish Tax Office) ([http://www.lalocaltax.com/docs/OLT\\_Application.pdf](http://www.lalocaltax.com/docs/OLT_Application.pdf))
4. Your application will go through the following approval process (7-10 business days):



5. Pick up your Occupational License at the Tax Office when it is ready.

*I hereby acknowledge that I understand that all the information on this form must be satisfied before approval will be granted by St. John the Baptist Parish.*

Applicant's Signature

Date

## MOBILE VENDOR- OCCUPATIONAL LICENSE COMPLIANCE FORM

### Sec. 113-617. - [Permitted conditions.]

Mobile vendors including mobile food trucks, providing retail sales or services, are permitted under the following conditions:

#### (1) *Site and location.*

a. *Location.* Mobile vendors shall only be permitted on private property in the following zoning districts as follows:

1. Commercial District One [C-1],
2. Commercial District Two [C-2],
3. Commercial District Three [C-3],
4. Industrial District One [I-1],
5. Industrial District Two [I-2],
6. Industrial District Three [I-3].

In addition to the above zoning district requirement, mobile vendors may only operate in each of the following corridors:

1. River Road Historic District - The Historic Towns of Edgard, Lucy, and Wallace,
2. Garyville Historic District,
3. Reserve Historic District,
4. LaPlace Historic District,
5. Major Corridor Overlay District [MCO].

b. *Parking.* If the mobile vendor is located on a site with an existing parking lot, no additional parking spaces are required to accommodate the mobile vendor. If the mobile vendor is located on a site without an existing parking lot, three parking spaces must be provided in accordance with chapter 113, section 113-681 of the St. John the Baptist Parish Code of Ordinances.

c. *Setbacks.* The area requirements of the zoning district shall not apply to mobile vendors, however any setbacks required by applicable building codes, health, or fire codes will apply to mobile vendors.

d. *Hours of operation.* Permitted hours of operation for mobile vendors are 7:00 am to 8:00 pm.

e. *Signage.* A mobile vending unit may have signage attached to the exterior of the vehicle, however such signage must be painted or mounted flat against the vehicle with a maximum projection of six inches and such signage must not exceed beyond the surface area of the vehicle. A sign permit is not required for signage attached to a mobile vending unit. Any detached signage on the site must be in compliance with chapter 113, article VI. - Signs of the St. John the Baptist Parish Code of Ordinances.

f. *Trash and debris.* Mobile vendors are responsible for cleaning all refuse and debris on-site and within a 50-foot radius of the vending unit within four hours of the cease of daily operations.

g. *Permission.* If the mobile vendor is not the owner of the site on which the mobile vending unit is placed, written permission from the property owner is required to be submitted to the planning and zoning department as part of the zoning compliance review for the occupational license.

#### (2) *Vehicle.*

a. Mobile vendors must be fully licensed and ready for highway use in the United States; further, a mobile vendor may not operate from a standard passenger vehicle. Any driver of a mobile vending unit must possess a valid driver's license issued in the United States.

b. The operations of a mobile vendor must take place fully enclosed within the vehicle or trailer, with the exception of a service window. No wares may be displayed outside of the mobile vending unit. All trailers approved as mobile vendors must be fully enclosed.



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(3) *Operation.*

a. *Generally.*

1. All mobile vendors shall comply with all other applicable conditions and requirements imposed by law, including parish and state health laws and regulations.
2. Sale of alcoholic beverages from any mobile vendor is prohibited.
3. No mobile vendor shall operate any horn, sound amplification system, or other sound-producing device or music system that can be heard outside the mobile vending unit when such unit is being operated.
4. It shall be unlawful for any mobile vendor to operate in any manner that impedes the flow of vehicular or pedestrian traffic on any public right-of-way. No mobile vendor shall operate a mobile vending unit in any manner that impedes the ingress or egress of a building or structure during its operating hours.
5. It shall be unlawful for any mobile vendor to operate a mobile vending unit that is in a defective, unsafe, or unsanitary condition in violation of any applicable law or regulation.

b. Mobile vendors *serving food (i.e. food trucks)*. All mobile vendors which serve food shall provide a trash receptacle within three feet of the front or back of the mobile vendor, which shall be large enough to contain all refuse generated by operation. It shall be unlawful for any mobile vendor operator which serves food to leave any site without first picking up, removing, and properly disposing of all trash or refuse remaining at a location. No mobile vendor operator shall place trash receptacles or other obstructions on any portion of the public street, sidewalk or right-of-way.

(4) *Occupational license required.* An occupational license must be obtained prior to the operation of any mobile vending unit. A separate approval from the planning and zoning department must be issued for each site where a mobile vending unit will operate.

(5) *Enforcement.* Any violation of any applicable provision or criteria included in this division may be grounds for revocation of parish approval for the mobile vendor, and shall constitute a violation of this Code.

(Ord. No. 19-53, § II, 12-10-2019)

JACLYN HOTARD  
Parish President



CONNIE POWELL, JD  
Director

## OCCUPATIONAL LICENSE COMPLIANCE FORM

### Contact Information

St. John the Baptist Parish Economic Development Department  
1811 W. Airline Highway, LaPlace, LA 70068  
PH: 985-652-9569

St. John the Baptist Parish Planning and Zoning Department  
1811 W. Airline Highway, LaPlace, LA 70068  
PH: 985-651-5565

St. John the Baptist Parish Sheriff's Office  
Contact: Lindy Eshleman  
PH: 985-359-8706

St. John the Baptist Parish Tax Office  
1704 Chantilly Drive, LaPlace, LA 70068  
PH: 985-359-6600  
[info@stjohntaxoffice.com](mailto:info@stjohntaxoffice.com)