



# ST. JOHN

PLANNING & ZONING

## 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 INFORMATION**

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

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

Business Address: \_\_\_\_\_

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

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

Square Footage of Building or Tenant Space: \_\_\_\_\_ # of Proposed Parking Spaces: \_\_\_\_\_

Is there a Change in Ownership of existing business?  YES  NO

Is there a Change in Use of existing building/business?  YES  NO

Will there be outdoor storage and/or repair? *(If yes, see page 2)*  YES  NO

Does this business include the sale of alcoholic beverages?  YES  NO

Are any repairs or renovations being done to the existing building?  YES  NO

If YES, what type of repairs/renovations? \_\_\_\_\_

Previous Business Name: \_\_\_\_\_ Previous Use: \_\_\_\_\_

### **SUBMITTAL REQUIREMENTS:**

- Zoning Compliance *(\$60 fee made payable to St. John Parish Council).*
- Wastewater Application *(\$100 fee made payable to St. John Parish Council).*
- Deed/Proof of Ownership and Lease *(if applicable).*
- Site plan showing buffer, parking, outdoor storage, etc.
- LA Health Department Permit *(if applicable; see page 3).*
- Fire Marshal Inspection Report *(if applicable; see page 3).*

*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. I also hereby acknowledge that the business activity will operate in full compliance with the St. John the Baptist Parish Code of Ordinances and both State and Federal laws.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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**ORDINANCE ACKNOWLEDGEMENT**

**Commercial District One (C-1) Sec. 113-306. - Accessory uses.**

All buildings and structures permitted are those customarily accessory and clearly incidental and subordinate to permitted uses including, but not limited to, the following

- (1) Parking facilities; and
- (2) Any incidental outdoor repair or storage necessary to conduct a principal use but not to exceed 30 percent of the floor space of the principal building; provided they are screened by an eight-foot 100 percent sight-obscuring fence.
- (3) Holding bars that comprise part of a restaurant. Holding bars will not be considered accessory to the restaurant if the establishment meets two or more of the following conditions:
  - a. Bar area is physically separated from restaurant dining area. Examples of separation include, but are not limited to, a full-height wall, door, or other barrier.
  - b. Bar services are available to customers when dining services are not available.
  - c. Bar and restaurant are managed under separate business entities.
  - d. Revenues from alcohol sales exceed 50 percent of total revenues.

**Commercial District Two (C-2) Sec. 113-326. - Accessory uses.**

All buildings and structures permitted are those customarily accessory and clearly incidental and subordinate to permitted uses including, but not limited to, the following:

- (1) Parking facilities; and
- (2) Any incidental outdoor repair and storage necessary to conduct a principal use, but not to exceed 30 percent of true floor space of the principal building provided they are screened by an eight-foot, 100 percent sight-obscuring fence.
- (3) Holding bars that comprise part of a restaurant. Holding bars will not be considered accessory to the restaurant if the establishment meets any of the following conditions:
  - a. Bar area is physically separated from restaurant dining area. Examples of separation include, but are not limited to, a full-height wall, door, or other barrier.
  - b. Bar services are available to customers when dining services are not available.
  - c. Bar and restaurant are managed under separate business entities.
  - d. Revenues from alcohol sales exceed 50 percent of total revenues.

**Commercial District 3 (C-3) Sec. 113-346. - Accessory uses.**

All buildings and structures permitted are those customarily accessory and clearly incidental and subordinate to permitted uses including, but not limited to, the following:

- (1) Parking facilities;
- (2) Any incidental outdoor repair and storage necessary to conduct a principal use, but not to exceed 30 percent of true floor space of the principal building provided they are screened by an eight-foot, 100 percent sight-obscuring fence.

*I hereby acknowledge that the business activity will operate in full compliance with the St. John the Baptist Parish Code of Ordinances and both State and Federal laws. I acknowledge that I have read and understand the District Regulations on this page. I further acknowledge that I will submit a site plan with outdoor storage, repair, and/or parking if applicable.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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**STEPS TO OBTAINING AN OCCUPATIONAL LICENSE**

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/occllicense-parishcomplianceform7.1.22.pdf>
  - If a Change of Use, request a level one plan review inspection report from the LA State Fire Marshal (225-925-4920) or [sfm.dps.louisiana.gov](http://sfm.dps.louisiana.gov). If a change of use, submit a copy of the final inspection report stating acceptable for Occupancy to the Planning & Zoning Department.  
*(Please note that a Change of Use application and additional permits and fees may be required).*
  - 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:
    - \$100 check or money order (*payable to St. John Parish Council*).
    - \$60 check, money order, or credit card payment (*payable to St. John Parish Council*).
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. Planning and Zoning Manager will review and sign application.
5. Parish President will review and sign application.
6. Approved Compliance Application will be sent to the Tax Office.
7. Pick up your Occupational License at the Tax Office when it is ready.

*Note: The Planning Department will verify that your business is a permitted use, not considered a change of use, and that it meets all site requirements. You may be required to provide additional submittals such as a more detailed business description, parking plan, etc. 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

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 Tax Office  
1704 Chantilly Drive, LaPlace, LA 70068  
PH: 985-359-6600  
info@stjohntaxoffice.com