



**ST. JOHN**  
PLANNING & ZONING

**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 INFORMATION**

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

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

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

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

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

Days/Hours of Operation: \_\_\_\_\_

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

**SUBMITTAL REQUIREMENTS**

- Zoning Compliance (\$60 fee; made payable to St. John Parish Council).
- Zoning Inspection (\$50 fee; made payable to St. John Parish Council).
- Color Copy of License (must be business owner).
- Color Photos of all 4 sides of the mobile vehicle.
- Deed/Proof of Ownership and Lease (if applicable).
- Site plan showing buffer, parking, etc.
- LA Health Department Permit (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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**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>)
- 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.
- Pay applicable fees:  
- \$110 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.

*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



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**ORDINANCE ACKNOWLEDGEMENT**

**Sec. 113-1.—Definitions**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Vehicle means any object used for transport, whether or not self-propelled and/or, subject to state registration, or an object which is moved or pulled by its being attached to an object used for transport, such as a boat, trailer, hauler or camper. A vehicle may include bicycles, cars, motorcycles, trains, watercraft, or aircraft.

Vehicle, heavy commercial means any vehicle that:

(1) Is designed, maintained, or in use primarily for the transportation of property for hire, compensation, or profit, which includes, but is not limited to, dump trucks, motorized heavy construction vehicles, solid waste collection vehicles, commercial haulers, concrete mixer trucks, towing and recovery vehicles, any vehicle in which food or beverages are stored or sold, and any vehicle designed or used to transport heavy construction, landscaping, or lawn care equipment; and

(2) Has one or more of the following specifications:

- a. Exceeds eight feet in height, provided this specification is not met as a result of a load that is recreational or associated with residential activity including, but not limited to, a canoe, kayak, mattress, furniture, or additional storage device attached to a roof rack; or
- b. Exceeds 21 feet in length; or
- c. Has an apportioned license plate; or
- d. Utilizes seven or more wheels to facilitate vehicular movement; or
- e. Has three or more axles, which shall be determined by looking at the vehicle from the side profile and counting the number wheels from front to back; or
- f. Has special equipment which distinguishes it from private passenger automobiles including, but not limited to, a crane or an electronic message board.

Vehicle, height means the total vertical dimension of any vehicle above the ground surface including any load and load-holding devices thereon. Vehicle, length means the total longitudinal dimension of a single vehicle, a trailer, or semi-trailer; including load. Length of a trailer or semi-trailer is measured from the front of the cargo-carrying unit to its rear and includes load-holding devices thereon. For the purposes of these regulations, when a trailer is attached to a light commercial vehicle or similar passenger vehicle, vehicle length shall be computed separately for the vehicle and the trailer.

**Sec. 113-678.—Applicability**

(a) The provisions of this article apply in the following circumstances:

(7) Heavy commercial vehicles. Unless otherwise provided, the off-street parking of any heavy commercial vehicle on a residential site, as defined in section 113-1, definitions of this Code, shall be prohibited.

(b) Exemptions. Compliance with the regulations of this article will not be required in the following circumstances:

(3) Heavy commercial vehicles may be parked or stored off-street under the following temporary circumstances:

- a. Emergency vehicles parked while said vehicle and its operator are on call for emergency services; or
- b. Vehicles and persons actually engaged in repairing or otherwise improving public utilities or infrastructure or performing other activities authorized by the parish; or
- c. Vehicles parked for the purpose of delivering, picking up materials or merchandise, or performing services for the actual time necessary to accomplish said delivery, pick up, or service.

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

Date \_\_\_\_\_



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**ORDINANCE ACKNOWLEDGEMENT CONT.**

**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.

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

\_\_\_\_\_  
Date



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**ORDINANCE ACKNOWLEDGEMENT CONT.**

(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 *servicing 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)

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

Date \_\_\_\_\_

JACLYN HOTARD  
Parish President



## 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](mailto:info@stjohntaxoffice.com)