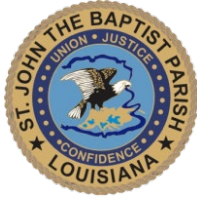


Jaclyn Hotard
Parish President



Tara Lambeth
Director of Planning and Zoning



OCCUPATIONAL LICENSE PARISH COMPLIANCE FORM

DATE: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS DESCRIPTION (please fully describe):

BUSINESS OWNER: _____

PHONE: _____ E-MAIL: _____

PREFERRED METHOD OF COMMUNICATION: ☐ PHONE CALL ☐ TEXT ☐ EMAIL

CHANGE IN OWNERSHIP OF EXISTING BUSINESS? ☐ YES ☐ NO

PREVIOUS USE OR OCCUPANT: _____

SQUARE FOOTAGE OF BUILDING OR TENANT SPACE: _____

OF PROPOSED PARKING SPACES: _____

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. Further, I acknowledge that I have reviewed the applicable zoning regulations for this site.

Print Name

Signature

Zoning District: _____

Approved for Parish Compliance:

Planning and Zoning

Date

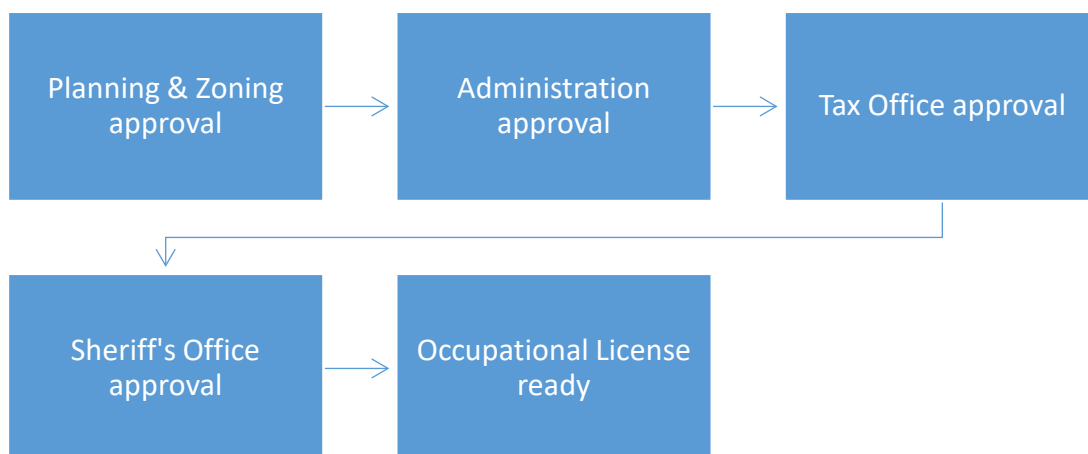
Parish President

Date

OFFICE USE ONLY

EXHIBIT A: Occupational License Steps

1. Pick up or download your Occupational License packet from ACI St. John (Parish Tax office) (http://www.lalocaltax.com/docs/OLT_Application.pdf)
2. Submit an Occupational License Compliance Form to the Planning and Zoning Department (<https://www.sjbparish.gov/files/content/public/departments/planning-and-zoning/forms/occlicense-parishcomplianceform7.1.22.pdf>)
 - Request a level one plan review from the LA State Fire Marshal (225-925-4920 or 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**) (985-536-3535), 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 (**Home Occupational Licenses are exempt from Wastewater User applications**)
 - 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***
3. Submit an Occupational License Application to the ACI St. John (Parish Tax Office) (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 the Parish.

Print Name

Signature

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