



**CHANGE OF USE / CHANGE OF OCCUPANCY APPLICATION**

**TO SUBMIT APPLICATION ONLINE VISIT [WWW.MYGOVERNMENTONLINE.ORG](http://WWW.MYGOVERNMENTONLINE.ORG)**

**OFFICE USE ONLY**

Permit No: _____	Date Requested: _____
Date Requested: _____	Zoning District: _____
Council District: _____	Division: _____
Council District / At Large: _____	Historic District: Y / N      Design Rev. Corridor: Y / N
Lot, Sq., Subdivision: _____	

**BUSINESS INFORMATION**

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

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

**APPLICANT INFORMATION**

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

Mailing Address: \_\_\_\_\_

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

**PROPERTY OWNER INFORMATION** (ALL owners must be listed and must sign)

Same as above? (circle one) **YES / NO** If **NO**, has the authority of the applicant to act on behalf of the property owner been verified with a signed, dated, and notarized endorsement? Complete page 3.

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

Mailing Address: \_\_\_\_\_

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

**ADDITIONAL INFORMATION**

Description of activities that will occur at the business address: \_\_\_\_\_

\_\_\_\_\_

Previous Occupant: \_\_\_\_\_

Square footage of building or tenant space: \_\_\_\_\_

No. of proposed parking spaces: \_\_\_\_\_

No. of required parking spaces: \_\_\_\_\_

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

\_\_\_\_\_  
Date



## CHANGE OF USE / CHANGE OF OCCUPANCY APPLICATION

### OFFICE USE ONLY

Permit No: \_\_\_\_\_

#### **SUBMITTAL REQUIREMENTS**

- Completed and signed application.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property.
- Site plan indicating parking and/or landscaping, if required.
- Health Department approval, if applicable call (985)536-3535.
- Office of State Fire Marshal approval for **life safety only** required. Contact (225) 925-4911 or submit online at [sfm.dps.louisiana.gov](http://sfm.dps.louisiana.gov).
- Completed Wastewater application.

#### **Additional requirements may include the following:**

- Permits, certifications, or approvals from state agencies, if applicable (ex. DEQ).
- Trade permit or renovation permit.
- Sign permit.

#### **FEES**

- |                                     |           |
|-------------------------------------|-----------|
| 1. Change of Occupancy / Use        | \$ 100.00 |
| 2. Planning & Zoning Inspection Fee | \$ 50.00  |
| 3. Technology Fee                   | \$ 10.00  |

*NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.*

*NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.*

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

\_\_\_\_\_  
Date



**ST. JOHN**  
PLANNING & ZONING

**CHANGE OF USE / CHANGE OF OCCUPANCY APPLICATION**

**OFFICE USE ONLY**

Permit No: \_\_\_\_\_

**OWNER'S ENDORSEMENT**

(please print clearly)

I \_\_\_\_\_ being duly sworn, depose that I reside at  
Owner(s) / Corporation

\_\_\_\_\_ in the Parish  
Street City

of \_\_\_\_\_ and State of \_\_\_\_\_ and that I am  
Parish State

the owner of the property described as \_\_\_\_\_ and that I have authorized  
Address

\_\_\_\_\_ to make the foregoing petition for a Change of Use.  
Applicant

\_\_\_\_\_  
Signature of owner(s) of property or authorized agent

SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,

\_\_\_\_\_  
NOTARY PUBLIC

Print name of Notary: \_\_\_\_\_

Bar roll # \_\_\_\_\_