



**OCCUPATIONAL LICENSE COMPLIANCE FORM**

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

**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: \_\_\_\_\_

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

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

**ADDITIONAL BUSINESS INFORMATION**

Change in Ownership of Existing Business  YES  NO

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

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

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

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

Zoning Compliance (\$60 fee)

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. 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



## OCCUPATIONAL LICENSE COMPLIANCE FORM

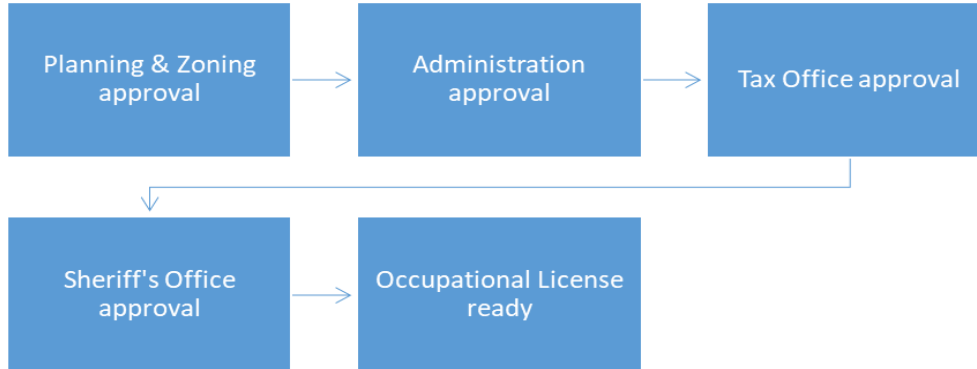
### EXHIBIT A: Occupational License Steps

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 plan review 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

**JACLYN HOTARD**  
Parish President



**TARA LAMBETH**  
PhD, AICP, CFM  
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)