**Jaclyn Hotard**
Parish President

**René C. Pastorek**
Director of Planning and Zoning

Tax ID #:_____

ST. JOHN
PLANNING & ZONING

# OCCUPATIONAL LICENSE
# PARISH COMPLIANCE FORM

**DATE:** _____ **BUSINESS NAME:** _____

**BUSINESS ADDRESS:** _____

**BUSINESS DESCRIPTION:** _____

**BUSINESS OWNER:** _____

**PHONE / E-MAIL:** _____

**CHECK ONE:** ◯ **COMMERCIAL LICENSE** ◯ **HOME OCCUPATION LICENSE**

**CHANGE IN OWNERSHIP OF EXISTING BUSINESS?** ◯ **YES** ◯ **NO**

This form will be routed to the Economic Development Department for business support and the Planning and Zoning Department to verify that your business is in compliance with Parish standards. The following items must be satisfied to be approved by the Parish:

- **Zoning Compliance ($60 fee)**
  The Planning Department [Planning] will verify that your business is a permitted use and that it meets all site requirements, such as parking. You may be contacted to provide additional materials like a more detailed business description or parking plan.

- **Wastewater User Application ($100 fee) – Commercial License Only**
  Planning will forward your completed waste water application to the Utilities Department.

- **Local Fire Department Approval – Commercial License Only**
  Planning will coordinate a safety inspection of your property by the local fire department.

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.

_____ _____
**Print Name** **Signature**

Zoning District: _____ Council District/At-Large: _____

Approved for Parish Compliance: _____ _____
Planning and Zoning Date

_____ _____
Parish President Date

**OFFICE USE ONLY**