



ST. JOHN

THE BAPTIST PARISH

PLANNING AND ZONING
102 E. Airline Highway, LaPlace, Louisiana, 70068
(985) 651-5565 Fax (985) 653-9808

OCCUPATIONAL LICENSE APPLICATION CHECKLIST

The following items must be submitted to the Department of Planning and Zoning in order to process your application for an occupational license:

- Completed and notarized Occupational License application
- Copy of lease and/or proof of ownership of property
- Notarized letter from property owner granting permission to applicant for a home occupation or home office
- Verification from the Utilities Department of Wastewater application submittal and fee payments to 434 Elm Street in Laplace
- Sales and Use Tax Certificate (985) 359-6600
- Health Department approval (985) 536-3535
- Office of State Fire Marshal approval (225) 925-4911
- Copy of driver's license
- Parking plan
- Site plan (for fireworks stands)
- Landscaping plan (if required)
- \$60.00 application fee (Check or money order)
- Social security number and copy of driver's license for owner(s), owner(s)' spouse(s), manager(s) and manager(s)' spouse(s) (Alcohol license)
- Original newspaper ads (Alcohol license)
- Proof of residency in Louisiana for the past 2 years for owner(s), owner(s)' spouse(s), manager(s) and manager(s)' spouse(s) (Alcohol license)
- Other _____

Applicant's Signature

Date