



Mike Tregre
Sheriff & Ex Officio
Tax Collector

St. John the Baptist Parish Sheriff's Office Occupational License Division

Operated by ACI St John, LLC

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Occupational License Requirements

Please review each authority listed below to ensure compliance with your classification of business activity.

St John the Baptist Parish Planning and Zoning Department

Prior to submitting an application for a new business, the applicant must receive approval from the St. John the Baptist Parish Planning and Zoning Department. To apply for such approval, complete a Parish Compliance Form, and submit with payment of the \$60.00 application fee to the St. John the Baptist Parish Planning and Zoning Department, 1811 W Airline Hwy LaPlace, LA 70068; (985) 651-5565, Ext. 1154; http://sjbparish.com/zoning_index.php. The Planning and Zoning Department will forward an approval directly to the tax office.

St John the Baptist Parish Tax Office

Complete the application for a St. John the Baptist Parish Occupational License and submit to this office. Please note that the form must be completed, in its entirety, be notarized if required, and must be accompanied by any of the additional forms listed below that are requisite to the business applicant.

All businesses are required to include, a copy of the Articles of Incorporation or Articles of Organization, a copy of the lease agreement if the business location is leased, a copy of a state issued identification for the applicant and letter authorizing the applicant to open the account in cases where said applicant is not an officer of the organization. For organizations other than sole proprietorships, a valid registration in good standing with the Louisiana Secretary of State must be evidenced. If the application is for a home-based business, a notarized affidavit from the property owner granting authority for the applicant to perform the business activities as described in the application.

Mobile food vendors are required to include a copy of their DHH Mobile Food License and secure both an approved Parish Compliance Form, and notarized affidavit from the property owner authorizing the vendor to operate on the premises for each location where the vendor will be located in the Parish.

Live Event Permit—for businesses requiring a Live Event Permit, per Article IV.-Live Entertainment, Section 24-130, of the St. John the Baptist Parish Code of Ordinances, a Live Event Permit Application is required (see http://www.lalocaltax.com/Live_Entertainment.htm)

Louisiana Office of the State Fire Marshall (OSFM)

Businesses requiring an inspection by the State Fire Marshall shall submit such inspection report with the Occupational License Application. Louisiana Revised Statute 40:1563 (4) provides “the fire marshal shall remain responsible for all institutional occupancies requiring a state or federal license, detention, colleges, universities, state-owned and state-leased buildings, and schools where applicable...” Additional inspection and/or plan review may be required for any and all commercial structure types (excluding one- and two-family dwellings) and their associated fire protection and life safety systems. To verify whether your business shall require an inspection and/or plan review by the Fire Marshall, contact the OSFM, 8181 Independence Blvd, Baton Rouge, LA 70806; (225) 925-4511; http://sfm.dps.louisiana.gov/pr_announcements.htm.

Louisiana Department of Health and Hospitals (DHH)

Businesses that require an inspection by the Louisiana DHH, including the sale of food and beverages, medical, and behavioral health clinics, should contact the Sanitarian Parish Manager, Jamey Bailey, R.S., LDH/Sanitarian Services, St. John the Baptist Parish Environmental Health, 473 Central Avenue, Reserve, LA 70084; (985) 536-3535; Jamey.bailey@la.gov, and submit a copy of the Sanitarian’s inspection report with the application.

Additionally, for businesses engaged in the retail sale food and beverages, a St. John the Baptist Parish Application for Class "R" (Restaurant) Permit is required. (see <http://www.lalocaltax.com/docs/SchedR.pdf>)

Louisiana Alcohol and Tobacco Control (ATC)

Businesses that require a license issued by the ATC shall submit a copy of a valid and current Louisiana State Alcohol License and a copy of the required local newspaper notice filings with the application.

Additionally, for businesses that will be engaged in the retail sale of alcoholic beverages, an Application for Retail Alcoholic Beverage Permit is required (see http://www.lalocaltax.com/docs/Alcohol_Permi_Qualifications.pdf for qualifications and <http://www.lalocaltax.com/docs/AlcoholPermit.pdf> for the application form); additionally required is a St. John the Baptist Parish Schedule A for each manager and member of ownership with an interest of five (5) percent or more of the business. The Schedule A can be found at <http://www.lalocaltax.com/docs/SchedA.pdf>.