



City of Denham Springs

Opening Your New 'Home' Business

In the City Limits

The Occupational License Tax is a tax imposed on each person pursuing or conducting a trade, profession, vocation, calling or business within the municipality of Denham Springs. Under the Louisiana Constitution and laws of the state of Louisiana, guidelines are set on classification and rates for a business commencing after the first day of January of any calendar year.

Each person is required to keep reasonable records. Separate records are required for each place of business.

For legal clarification of tax liabilities and filing requirements refer to Chapter 3 of Title 47 of the Louisiana Revised Statutes of 1950.

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Complete the Occupational License Application (All five pages) and return with your remittance to the Business License Department at 941 Government Street, or mail to:

Any questions should be directed to this office at (225) 667-8310.

City of Denham Springs
Attn: Business License Dept
P O Box 1629
Denham Springs LA 70727

Other Important Phone Numbers:

Livingston Parish School Board - Sales Tax I D # [Collects City and Parish]	(225) 686-3043	www.laota.com/parish/livingston1.htm
Livingston Parish Health Department	(225) 686-7017	new.dhh.louisiana.gov/index.cfm/directory/detail/4812
Denham Springs Newspaper	(225) 665-5176	www.livingstonparishnews.com
State of Louisiana - Sales Tax I D #	(225) 219-7318	www.rev.state.la.us
Building Permit Office - Building Inspections	(225) 667-8326	www.denhamsprings.us/planning.shtml
Secretary of State - Business Name Availability	(225) 925-4704	www.sec.state.la.us
State Office of Alcohol & Tobacco Control	(225) 925-4041	www.atc.rev.state.la.us
Fire Dept Headquarters	(225) 667-8345	www.denhamsprings.us/fire.shtml

Outside the city limits Of Denham Springs - Sheriff's Office (225) 686-2241 lpsso.org

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OCCUPATIONAL LICENSE FEES

Retail & Wholesale Dealers	Opening between Jan. 1-June 30
Lending & Broker Businesses	\$50.00
Professionals & Service Businesses	Opening between July 1-Dec. 31
	\$25.00

CITY OF DENHAM SPRINGS
HOME - OCCUPATIONAL LICENSE APPLICATION

City of Denham Springs
Attn: Occupational License Tax
P O Box 1629
Denham Springs, LA 70727-1629

(225) 667-8310

- Retail
- Service

Application Date _____
Date Business Started
at this location: _____

Business Name: _____

Home Location: _____

Mailing Address: _____ City, State & Zip _____

Business & Home Owner's Name: _____ S S # _____

Cell Ph #: _____ Hm Ph #: _____ Bus.Ph #: _____

- Individual
- Partnership
- Corporation
- Governmental
- Non-Profit
- LLC
- Other

PROVIDE INFORMATION ON OWNER(S) BELOW. IF CORPORATION OR PARTNERSHIP, PROVIDE INFORMATION ON OFFICERS OR PARTNERS. FOR CORPORATION, PROVIDE STATE OF INCORPORATION:

Name: _____ Title: _____

Phone # (s) _____ S.S. # _____

Resident Address: _____ City, State & Zip _____

Name: _____ Title: _____

Phone # (s) _____ S.S. # _____

Resident Address: _____ City, State & Zip _____

Name: _____ Title: _____

Phone # (s) _____ S.S. # _____

Resident Address: _____ City, State & Zip _____

Is this Business a member of a group or chain of Businesses? Yes _____ No _____

Nature of Business: (Description of Sales or Activity-Indicate the class of business that constitutes the major portion of the gross income to be earned) _____

Livingston Parish Sales Tax I.D. # _____ Contacted Building Permit Office _____

686-3043 If Selling Retail - You Must have Sales Tax ID # or complete Sales Tax Form 667-8326 DATE

Signature of Applicant _____ Title _____ Date _____

- I affirm that the information given on this application is true and correct.

OFFICE USE:

Vendor # _____ Bus. Code _____ Amt Due: _____ Recpt / Ck # _____

DENHAM SPRINGS POLICE DEPARTMENT

HOME BUSINESS LICENSE INFORMATION

HOME BUSINESS INFORMATION

NAME OF BUSINESS: _____

HOME ADDRESS: _____

MAILING ADDRESS: _____

OWNER OF HOME: _____

OWNER'S CELL PH #: _____

BUSINESS PH #: _____

DOES HOME BUSINESS HAVE A SECURITY SYSTEM?

_____ Yes _____ No

AFTER HOURS / EMERGENCY CONTACTS: (Other than yourself)

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

Owner Signature

Date

COMPLETE AND SUBMIT WITH OCCUPATIONAL LICENSE TO BUSINESS LICENSE DEPARTMENT.

Application for Livingston Parish School Board Sales & Use Tax Registration Certificate

Federal Employer ID Number	LA Sales Tax Number	Local Sales Tax Number Issued
Tax Payer Name		Phone Number
Trade Name		Email Address
Mailing Address	City, State, Zip Code	
Location Address-Street, City, State, Zip Code		In City Limits Social Security #

Type of Organization: Individual Partnership Corporation Governmental
 Non-Profit Other (Specify):

Please complete if Corporation or Partnership, Include Officers or Partners:

Name	Title	Social Security Number
Resident Address		Phone Number
Name	Title	Social Security Number
Resident Address		Phone Number
Name	Title	Social Security Number
Resident Address		Phone Number
Date Business Started/Acquired at This Location:	Name and Address of Agent for Service of Process:	Location of Accounting Records:
If Corporation, State of Incorporation	Reason for Applying: <input type="checkbox"/> Started New Business <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Purchased Going Business Name of Previous Owner: _____	

What is the Nature of this Business? Describe your Sales or Activity: _____

I affirm that the information given on this application and attached schedule is true and correct.

Signature: _____ Title: _____ Date: _____

Livingston Parish School Board
 Sales and Use Tax Division
 P O Box 1030
 Livingston, LA 70754



CITY OF DENHAM SPRINGS
Office of Planning and Development
941 Government Dr.
Denham Springs, LA 70726 (225) 667-8326

APPLICATION FOR HOME OCCUPATION PERMIT

A home occupation is defined as an accessory use of a residential structure for any gainful occupation or profession which meets the following criteria as detailed in the City of Denham Springs Code of Ordinances, Appendix B. Zoning Regulations, Sec. 2.11. Home occupation permitted.

NAME _____ PHONE _____

ADDRESS _____ ALT PHONE _____

HOME OCCUPATION _____

Home occupations will be permitted in any district in which dwellings are permitted with the following provisions and limitations:

(Please initial each line indicating you have read the line, understand it, and will be operating in compliance.)

_____ Is engaged only by a member of the family occupying the premises. Only one person not resident of the household may be employed in the business to be conducted at the premises.

_____ Is in respect to the residential site, conducted entirely within the dwelling.

_____ Does not occupy more than 20 percent of the gross floor area of the dwelling.

Sq. Ft. of dwelling _____ Sq. Ft. used for home occupation _____

_____ Does not require any special entrance into the structure.

_____ Has no exterior evidence of the accessory use, except for a non-illuminated sign no larger than two (2) square feet in area.

[Comprehensive Zoning Regulations, Section 19.05(1)(a)] One sign shall be allowed not exceeding two (2) square feet in area, identifying a dwelling, its occupant, its location or a customary incidental home occupation, as follows:

Number of Signs:	One (1) per Premises
Number of Sign Sides:	Two (2) per sign
Maximum Size:	Two (2) Square Feet
Permit Required:	No
Setback:	Outside of right-of-way
Illumination	None

_____ Mechanical equipment, air conditioning and heating used, shall be only that normally used in, or found in, a single family dwelling.

_____No home occupation shall be permitted which creates a need for more than three parking spaces at any given time in addition to the required spaces for the dwelling unit.

_____Any activity resulting in traffic, noise, light, fumes and odors to such an extent that it is noticeable that the property is being used for nonresidential purposes, shall not constitute a home occupation.

_____No home occupation shall be permitted in any accessory structure.

A home occupation permit will be issued by the building official for any home occupation meeting these guidelines. If any variance is required, it will be issued by the board of aldermen after receiving a recommendation from the zoning commission.

In general, the following uses will be allowed as a home occupation; custom dress making, millinery, tailoring, sewing of custom apparel and custom home furnishing, laundering and ironing, fine arts studio, offices for professionals, child day care with no more than three children and in accordance with state laws and regulations; tutoring with not more than four students simultaneously, and in general such other activities that do not conflict with other sections of this ordinance.

I certify that the information provided on this application for a Home Occupation Permit is true to the best of my knowledge and belief. I further certify that I understand that any information provided on this application, pertaining to the business that I propose to conduct which is found to be false, will result in this application or resulting permit being voided.

Applicant (Sign and Print Name)

Property Owner (Sign and Print Name)

Date

Date

Office use only

Approved by: _____ Date: _____

Comments: _____

Permit No. _____

Section 2.11 Home Occupation Permitted

Home occupations will be permitted in any district in which dwellings are permitted with the following provisions and limitations: A Home Occupation is defined as an accessory use of a residential structure for any gainful occupation or profession which:

2.11.1 Is engaged only by a member of the family occupying the premises. Only one person not resident of the household may be employed in the business to be conducted at the premises.

2.11.2 Is in respect to the residential site, conducted entirely within the dwelling.

2.11.3 Does not occupy more than twenty percent (20%) of the gross floor area of the dwelling.

2.11.4 Does not require any special entrance into the structure.

2.11.5 Has no exterior evidence of the accessory use, except for a nonilluminated sign no larger than one (1) square foot in area.

2.11.6 Mechanical equipment, air conditioning and heating used, shall be only that normally used in, or found in, a single family dwelling.

2.11.7 No home occupation shall be permitted which creates a need for more than three (3) parking spaces at any given time in addition to the required spaces for the dwelling unit.

2.11.8 Any activity resulting in traffic, noise, light, fumes and odors to such an extent that it is noticeable that the property is being used for nonresidential purposes, shall not constitute a home occupation.

In general, the following uses will be allowed as a home occupation; custom dressmaking, millinery, tailoring, sewing of custom apparel and custom home furnishing, laundering and ironing, fine arts studio, offices for professionals, child day care with no more than three (3) children and in accordance with State Laws and regulations; tutoring with not more than four (4) students simultaneously, and in general such other activities that do not conflict with other sections of this ordinance.

2.11.9 A home occupation permit will be issued by the building official for any home occupation meeting these guidelines. If any variance is required, it will be issued by the Board of Aldermen after receiving a recommendation from the Zoning Commission.

2.11.10 No home occupation shall be permitted in any accessory structure.

Attention: All Prospective Business Owners and Occupational License Holders

Do you and/or your business intend to purchase any items from “walk-in” customers who enter your business in hopes of selling you something? If the answer is “Yes”, please inquire with the Business License Department about a “**SecondHand Dealer’s License**”. This license is required of all individuals and businesses who intend to purchase “ANY” item that is brought to them and offered for sale by a “walk-in” customer.

Pursuant to LA RS 37:1869, failure to comply with these laws can result in Arrest, Incarceration, Fines and the Suspension of your Business License.....so protect yourself, your employees and your business.

Once you have received your “Secondhand Dealer’s License” please contact the Denham Springs Police Department, to set up an appointment to ensure you are following all of the laws prior to conducting any business.