



City of Denham Springs

Opening Your 'Itinerant' 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. If a "change of ownership" occurs the new owner must apply for a license.

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.

... ..

BUSINESS STRUCTURES

An important step in forming a new business is to determine the type of business structure that you will use. There are several business structures to choose from, including sole proprietorship, partnership, corporation, limited liability company and limited liability partnership. Each has advantages and disadvantages as well as tax consequences of which you should be aware. You must decide which of these structures best suits your business objectives and needs. The City of Denham Springs and Secretary of State cannot advise you on choosing a business structure. For help in making this decision, you may wish to consult a tax practitioner, accountant or attorney.

- Individual or Sole Proprietorship- A business where only you, or your spouse, own the business even though you may have employees.
- Partnership- A Business where two or more people own the business jointly.
- Corporation- A business which is treated by law as an entity. It has a life separate from its owners or stockholders. Many corporations begin as a sole proprietor or partnership.
- Limited Liability Corporation- An entity that is an unincorporated association having one or more members organized and filing articles with the Secretary of State.
- Foreign Corporations- A Corporation organized outside the state may obtain a certificate of authority to transact business in Louisiana by filing an application with the Secretary of State's Corporation Division by appointing a registered agent to accept service of process. For more information: SSCD (225) 925-4704

... ..

Complete the Occupational License Application (All four 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

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

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 |

... ..

OCCUPATIONAL LICENSE FEES

| | |
|--|----------|
| Retail Dealer-No Fixed Place (Itinerant Vendor) | \$200.00 |
| Agricultural/Seafood – No Fixed Place | \$100.00 |

[ANNUAL RENEWALS ARE MAILED OUT IN DECEMBER AND DUE JANUARY.]

... ..

NOTICE 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.

Denham Springs Police Department 225.665.5106 ext 232

City of Denham Springs

ITINERANT VENDOR CHECKLIST

Attn: Business License Office
P O Box 1629
Denham Springs LA 70727
Phone: 225-667-8310

- | Applicant | Office |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Completed Application |
| <input type="checkbox"/> | <input type="checkbox"/> Copy of Driver's License or ID |
| <input type="checkbox"/> | <input type="checkbox"/> Corporation: Officers- Name, Address, Ph #, DOB, POB DL # / State & SS # |
| <input type="checkbox"/> | <input type="checkbox"/> Property Owners Permission Letter |
| <input type="checkbox"/> | <input type="checkbox"/> Sales Tax ID# from L P School Board LAOTA.com Phone # 686-3043 |
| <input type="checkbox"/> | <input type="checkbox"/> Fee of either \$100.00 or \$200.00 |
| <input type="checkbox"/> | <input type="checkbox"/> Chain Store License, if needed |
| <input type="checkbox"/> | <input type="checkbox"/> Copy of Lease, if needed |
| <input type="checkbox"/> | <input type="checkbox"/> _____ |

The owner's name, trade name, mailing address, and location address must match exactly on all paperwork submitted with this application.

License Expires on Dec. 31.
Renewal Forms are mailed at the end of the year for the upcoming year.

Please Intitial: _____ Please Intitial: _____
Applicant Office

**CITY OF DENHAM SPRINGS
OCCUPATIONAL LICENSE APPLICATION
ITINERANT VENDOR**

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

(225) 667-8310

Application Date _____

Date Business Starts
at this location: _____

Business
Name: _____

Business
Location: _____

Mailing Address: _____ City, State & Zip _____

Owner's
Name: _____ S S # _____

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

Owner's
Resident Address _____

- 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 _____

Vehicle License # _____ State _____ Attach copy of Driver's License 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) Retail - No Fixed Place

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

OCCUPATIONAL BUSINESS LICENSE INFORMATION

NEW BUSINESS INFORMATION

NAME OF BUSINESS: _____

LOCATION ADDRESS: _____ /Retail Dealer-No Fixed Place

MAILING ADDRESS: _____

OWNER: _____

OWNER'S CELL PH #: _____

BUSINESS PH #: _____

VEHICLE LICENSE # _____

CONTACTS: IN CASE OF EMERGENCY: (Other than yourself)

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

Owner Signature

Date

PROPERTY OWNERS PERMISSION

I, (name) _____, the owner of property located

at _____, do hereby grant (name)

permission to set up and display for sale; goods, wares or merchandise on the above

sited property on the following dates _____.

Date

Signature

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