



City of Denham Springs

Opening Your New 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.

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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

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Complete the Occupational License Application (All pages) and return with your remittance to the Business License Department at 116 N. Range Ave, 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 - Contact: 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 INITIAL FEES

Retail & Wholesale Dealers Lending & Broker Businesses Professionals & Service Businesses All Home Businesses	Opening between Jan. 1-June 30 \$50.00 Opening between July 1-Dec. 31 \$25.00
Retail Dealer-No Fixed Place	\$200.00
Agricultural/Seafood – No Fixed Place	\$100.00

Annual Renewals Are Mailed 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
OCCUPATIONAL LICENSE APPLICATION**

ATTN: Business License Office
P O Box 1629
Denham Springs, LA 70726-1629

(225) 667-8310

Application Date: _____

Date Business Started: _____

New ☐ Existing Business ☐

**Business
Name:** _____

Business Location: _____
☐ Own – Building
☐ Lease Building-Owner's Name _____

Mailing Address: _____ City, State & Zip _____

**Owner's
Name:** _____ S S # _____

Cell Ph #: _____ Email Address: _____ 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 _____

Hours of Operation: Include dates and times _____

Any changes in name, location, owners address or phone number must be reported to the business office within 30 days.

Is this Business a member of a group or chain of Businesses? ☐ Yes ☐ No Attach copy of Driver's License

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-Example: Retail, Service, Home Retail, Home Service, finance, wholesale, lending, etc): _____

All Retail Businesses Must have a **Livingston Parish Sales Tax I.D. #:** _____ Contacted Building Permit Office _____
225-686-3043 If Selling Retail - You Must Have A 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 Activity _____ Amt Due: _____