



City of Sulphur
Occupational License
110 N. Huntington St.
Sulphur, LA 70663
Phone: 337-527-4517
license@sulphur.org



Denise Fontenot, Director of Municipal Services

Mike Danahay, Mayor

NON-RESIDENT CONTRACTOR CHECKLIST

The requirements of the Occupational License Department for the following contractor doing work in or for the City of Sulphur shall be met **before commencing work** or before any payment shall be issued upon completion of work.

Contractor: _____

Address: _____

Phone: _____ Email: _____

Project: _____

Contract Amount: _____

Form Submitted By: _____ Date Submitted: _____

La State Contractor's License and proof of State of Louisiana workman's comp coverage is required according to type and cost of job

- Commercial jobs that exceed \$50,000.00 must have State Contractor License.
- Residential jobs that exceed \$7,500.00 must have State Home Improvement License.
- Residential jobs that exceed \$75,000.00 must have State Contractor License.
- All Electrical Contractors must have a Louisiana Master Electrician License.
- All Mechanical Contractors must have a Louisiana Mechanical License.
- All Plumbing Contractors must have a Louisiana Plumbing License.

La. State Master Electrician, Mechanical, or Plumber's License

\$15,000 Surety Bond in favor of the City of Sulphur

\$100,000 minimum General Liability Insurance Certificate for the City of Sulphur

- **Current year Occupational License from location where business is located**
If municipality or parish does not issue licensing, or if a Non-Resident Contractor of Louisiana, a license must be purchased with the City of Sulphur based upon the cost of the job. Any electrician, mechanical contractor or plumber must also be licensed with the City of Sulphur regardless of business location.
- **Calcasieu Parish Non-Resident Contractor Compliance Certificate**
This is required for contractors performing a job that is \$3000 or more and who do not have a business location within the State of Louisiana. **CALCASIEU PARISH TAX OFFICE-337-217-4280**
- **Certificate of Authority to do Business in Louisiana (For Non-Resident Contractors)**
This is required from the Secretary of State for non-Louisiana corporations 225-925-4704
- **Louisiana State Letter of Good Standing**
This is required for contractors performing a job that is \$3000 or more and who do not have a business location within the State of Louisiana. **STATE TAX OFFICE- 855-307-3893**

DOCUMENT RECEIPT NOTIFICATION FOR ABOVE CONTRACTOR

<u>Document</u>	<u>Required</u>	<u>N/A</u>	<u>Received</u>
La. State Contractor's License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Resident Compliance Certificate Local	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Letter of Good Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authority to do Business Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$15,000 Surety Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$100,000 minimum Liability Ins Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal & Public Construction License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> water/sewer/drainage contractor only

****INFORMATIONAL FORM ONLY-THIS FORM IS NOT AN APPROVAL FORM. PLEASE RETURN ALL DOCUMENTS TO THE LICENSE DEPARTMENT FOR PROJECT APPROVAL PRIOR TO PERFORMING ANY WORK. ****

City Representative

Date of Approval