



Keith Berry, Director

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



Christopher L. Duncan, Mayor

## **POINTS TO REMEMBER ABOUT YOUR OCCUPATIONAL LICENSE**

Every separate location of a business needs an occupational license

Before any alteration is made to the building you must notify the Permit Office

Should the location of a business change?

- Obtain a Certificate of Occupancy for the building into which you are moving
- Notify the License Department of your new address

Contact the License Department when you close your business

A license is only valid until December 31st of the year it is issued

When food is involved, you must contact the Calcasieu Parish Board of Health for an inspection.

A copy of a current inspection is required before licensing.

When alcohol is involved, you must obtain a City and State Alcohol Beverage License

Questions about your business activity, please do not hesitate to call:

License Department-----337-527-4517 or 337-527-2050  
 Local Sales Tax Office-----337-217-4280  
 State Sales Tax Office-----855-307-3893  
 Health Department-----337-480-2550



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## CONTRACTOR REQUIREMENTS

### CONTRACTORS

Building Contractors- Commercial or Residential, Electricians/Journeyman, Mechanical and Plumbers, Tree Contractor

Any questions, please contact:

License Department  
337-527-4517 or 337-527-2050  
110 N. Huntington St.  
Sulphur, LA 70663

Contact Numbers  
337-217-4280 (local tax office) 337-527-2053 fax

- A copy of your current occupational license if the business is not domiciled in the City of Sulphur. If doing construction work, this license will be honored and will exempt a license fee to the City of Sulphur.
- Electricians and Mechanical Contractors must obtain a license with the City of Sulphur before obtaining any permits to do work in the city.
- Plumbers must provide a copy of their Louisiana Master Plumber's license and all other requirements.
- Tree Contractors must obtain a license with the City and provide a Louisiana State Arborist license before doing any work within the city limits of Sulphur. All debris must be removed by contractor and not put curbside for City pick up.
- A \$15,000 Surety Bond made favorable to the City of Sulphur stating the trade classification in which you are operating.
- Certificate of General Liability insurance with a minimum coverage amount of \$100,000 with the City of Sulphur as a certificate holder.
- Copy of your Louisiana State license, if required, according to the type of trade or the cost of each job. If doing mechanical work, you may submit your State or City of Lake Charles license.



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## CONTRACTOR APPLICATION

Name of Business \_\_\_\_\_

Business Location \_\_\_\_\_

Mailing Address \_\_\_\_\_

Legal Name of Owner \_\_\_\_\_

Home/Corp Address \_\_\_\_\_

Business Telephone \_\_\_\_\_ Home/Corp \_\_\_\_\_

Type of Organization \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corp \_\_\_\_\_ LLC

If other than individual, give names of partners or principal officers

\_\_\_\_\_

Describe in detail the type of business activity or service you will perform

\_\_\_\_\_

\_\_\_\_\_

Tax Id# \_\_\_\_\_

Title \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver's License # & State \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## CERTIFICATE OF OCCUPANCY APPLICATION

Name of Business \_\_\_\_\_

Owner of Business \_\_\_\_\_

Business Location \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Telephone # \_\_\_\_\_ Business # \_\_\_\_\_

Owner/Lessor of Property \_\_\_\_\_

Address of Property Owner/Lessor \_\_\_\_\_

Description of Business activity or service \_\_\_\_\_

\_\_\_\_\_

City Water/Sewer service account name \_\_\_\_\_

I, the undersigned, hereby apply for a Certificate of Occupancy and acknowledge my understanding that no building or structure can be occupied until it has been issued a Certificate of Occupancy. I also understand that a Certificate of Occupancy is only valid when the property is used consistent with the use indicated on the application. I affirm that the information given on this application is true and correct.

Signature of Applicant \_\_\_\_\_ Title \_\_\_\_\_

**Office Use Only**

No Inspection required \_\_\_\_\_ Occupancy Type \_\_\_\_\_

City Official \_\_\_\_\_

**Building Approval**

**Date**

Building Inspector \_\_\_\_\_

Fire Inspector \_\_\_\_\_

Revised 3/17/17