



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

NON-RESIDENT CONTRACTOR REQUIREMENTS

NON-RESIDENT CONTRACTORS

Building Contractors- Commercial or Residential, Electricians/Journeyman, Mechanical and Plumbing

License Department

337-527-4517 or 337-527-2050

110 N. Huntington St.

Sulphur, LA 70663

Contact Numbers

337-217-4280 (local tax office)

855-307-3893 (state tax office)

225-925-4704 (Secretary of State)

NON-RESIDENT CONTRACTORS REQUIREMENTS

Building Contractors -Commercial or Residential, Electricians/Journeyman, Mechanical and Plumbing

- Contractor must provide an occupational license from area they are licensed in.
- La State Contractor’s License is required according to type and cost of job <\$50,000 commercial and \$75,000 residential>
- La State Master Electrician, Mechanical or Plumber’s license is required.
- Contractor, Electrician/Journeyman, Mechanical and Plumbing must obtain an occupational license with the City of Sulphur.
- Contractor, Electrician, Mechanical and Plumbing must provide a current General Liability Insurance of minimum of \$100,000. If insurance company is out of state it must say policy is good in state of Louisiana. Sole Certificate holder must be City of Sulphur, P.O. Box 1309, Sulphur, LA 70664. Contractor doing work for the City of Sulphur, the minimum General Liability Insurance is \$300,000.
- Contractor, Electrician, Mechanical and Plumbing must provide a current bond of \$15,000. Bond must match career (electrical, contractor/general construction, mechanical, plumbing etc.) Certificate holder must be City of Sulphur, P.O. Box 1309, Sulphur, LA 70664.
- Contractors must provide a Non-Resident Contract Certificate of Registration from the local tax office. The application packet can be retrieved at www.calcasieusalestax.org from the Calcasieu Parish Sales and Use Tax website. Send the completed form to the tax office. City of Sulphur will need a copy of the certificate that the tax office issues contractor.
- Contractors must provide a LDR Certificate from the state tax office. The application packet can be retrieved at www.revenue.louisiana.gov from the Louisiana Department of Revenue website. Send the completed forms to the tax office. City of Sulphur will need a copy of the certificate that the tax office issues contractor.

Contractors are required from the Secretary of State an “Authority to Do Business in Louisiana Certificate”. The application packet can be retrieved at www.sos.la.gov from the Secretary of State website. Send the completed forms to the Secretary of State office. City of Sulphur will need a copy of the certificate that the Secretary of State issues contractor.



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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: _____
Project: _____
Contract Amount: _____
Form Submitted By: _____
Date Submitted: _____

La. State Contractor's License (Jobs \$50,000 or more)
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.
- **State and local 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 for 1 year or more.
STATE TAX OFFICE-225-219-7356
LOCAL TAX OFFICE-337-217-4280
- **Resident Contractor Compliance Certificate**
This is required for all contractors who have a business location in Louisiana 1 or more years.
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

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/State & Local	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resident Compliance Certificate	<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"/>

****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.****



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NON-RESIDENT 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