



Denise Chandler, Director of Municipal Services

City of Sulphur  
Occupational License  
101 N. Huntington St.  
Sulphur, LA 70663  
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Mike Danahay, 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
  - 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.
- Contractor, Electrician/Journeyman and Mechanical Contractor must obtain an Occupational License with the City of Sulphur.
- Contractor, Electrician, Mechanical and Plumbing Contractors 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. For contractors doing work in 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 trade (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 Contractor Certificate of Registration from the local tax office. **CALCASIEU PARISH TAX OFFICE:** 337-217-4280
- Contractors must provide a Louisiana Department of Revenue Letter of Good Standing or Certificate from the state tax office. The application packet can be retrieved at [www.revenue.louisiana.gov](http://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](http://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.

