



RANDY ROACH
MAYOR

CITY OF LAKE CHARLES

326 Pujoe Street-7th Floor P.O. Box 900
Lake Charles, LA 70602-0900
337-491-1294 FAX 337-491-1571

THE PERMIT CENTER

Mechanical Permit Requirements:

1. **\$7,500 Contractors Bond** on City of Lake Charles Bond form. This form is on the city website at www.cityoflakecharles.com
Go to:
 - Departments
 - Click Permit Center
 - Click Forms/Applications
 - Select Bond Form
2. **Certificate of General Liability Insurance** – minimum of \$100,000 coverage
 - City of Lake Charles **MUST** be listed as certificate holder
3. **To register for Sales Tax**, contact Calcasieu School Board Sales and Use Tax Department in Lake Charles at (337) 217-4280 ext. 3423
4. **Occupational License** – Contact occupational license account representative located at City Hall 6th Floor, for more information (337) 491-1442.
5. **State of Louisiana License** is required
 - Contact Louisiana Licensing Board for Contractors at (225) 765-2301 or (800) 256-1392.
6. **Picture I.D.** of Master Mechanic is required.
7. **Registration Fees:**
 - First time registration fee for Master Mechanic - \$100.00
 - Renewal fee for Master Mechanic - \$50.00
8. Contractors must have taken a **Master Mechanical Exam** through The City of Lake Charles or through the State of Louisiana before any permits are issued.
9. The City of Lake Charles requires **ALL** Mechanical Contractors to be licensed with the city regardless of the cost of the job.

The City of Lake Charles fully complies with Title VI of the Civil Rights Act of 1964 and related statutes, executive orders, and regulations in all programs and activities. The City operates without regard to race, color, national origin, income, gender, age, and disability. Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI may by him/herself or by representative file a written complaint with the City of Lake Charles. The City's Title VI Coordinator may be reached by phone at (337) 491-1440, the Mayor's Action Line at (337) 491-1346, or contact the appropriate Department Head.