

CITY OF LAKE CHARLES

326 Pujo Street

Lake Charles, LA 70601

DEPARTMENT OF FINANCE

(337) 491-1442 • Fax (337) 491-8619

ACCOUNTING DIVISION

CITY OF LAKE CHARLES OCCUPATIONAL LICENSE PROCEDURES

1. Fill out the Building & Land Survey form in the Occupational License Office on the 6th floor. If an inspection is required, a fee of \$20.00 will be charged by the Permit Center.

NOTE: A LICENSE WILL NOT BE ISSUED UNTIL THE CERTIFICATE OF OCCUPANCY IS COMPLETED.

2. When food is involved, you must also obtain a Health Certificate from the Office of Public Health/Environmental Health Office located at 901 Lakeshore Drive, 4th floor. Phone # (337) 721-4060
3. Contractors must get with the Inspection Department, 7th floor, for building permit regulations.
4. Copy of lease/rental agreement (if applicable).
5. Articles of Incorporation (if applicable), Organization or Partnership, with proof the organization is registered with the Louisiana Secretary of State.
6. After completing the Certificate of Occupancy (use instructions given by Permit Center) bring copies of the Certificate, Tax Registration Certificate application & Occupational License application back to the Occupational License Office. Upon receiving all completed and/or requested documents a license will be issued. The minimum fee for a license is \$50.00 until July 1st, thereafter \$25.00 until the end of the year.
7. Contact the State Taxing Authorities at the address listed below. The City of Lake Charles Occupational License Office will provide you with an application for the City/Parish Tax Department and will send it to the appropriate office.
8. Driver's license copy, of highest ranking officer, owner and/or applicant.

Should you have any questions concerning the above, please call (337) 491-1442.

City/Parish Sales Tax Office
2439 6th Street
Lake Charles, LA 70601
Phone: (337) 217-4280
www.parishefile.com

Louisiana State Sales Tax Office
617 N. Third Street
Baton Rouge, LA 70802
Phone: (855) 307-3893
Phone: (225) 219-7462
www.revenue.louisiana.gov

FOR FURTHER INFORMATION REGARDING YOUR BUSINESS CODE OF ORDINANCES FOR THE CITY OF LAKE CHARLES, PLEASE VISIT THE WEBSITE WWW.MUNICODE.COM

The City of Lake Charles fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see the City of Lake Charles' website – www.cityoflakecharles.com or call the Title VI Coordinator at (337) 491-1440, the Mayor's Action Line at (337) 491-1346, or the appropriate Department Head.