

INSTRUCTIONS FOR APPLYING FOR CITY OF KENNER OCCUPATIONAL LICENSE

(A) LEGAL AUTHORITY

Chapter 10 of the City Code requires all businesses located in Kenner to have an Occupational License. Inquire at the Occupational License Office of the Inspection & Code Enforcement Department, City of Kenner, 2000 18th Street, Building B, Room 105, Kenner, La 70062, (504) 468-4064, to see if you are Entitled to an exemption.

After receiving your Occupational License in Kenner, you will need to contact Jefferson Parish Sales Tax Department for your Sales Tax ID Number. Apply at GENERAL GOVERNMENT BLDG, 200 DERBIGNY ST. UNIT 200, GRETNA LA 70053. PHONE NUMBER 504-363-5637.

(B) PROCEDURES AND REQUIREMENTS FOR LICENSING

1. Only one (1) license is required for each business location, based on the class of business that accounts for the major portion of their gross receipts.
2. The tax shall be computed on the basis of schedules contained in Chapter 10 according to the location of Each place of business without regard to the location where the actual sales take place or where a product Or service is delivered or performed.
3. For lessors with a place of business in this State, the tax shall be computed on the basis of the schedules Contained in the Chapter according to the physical location of such business without regard to the location where the actual sales take place or where a product or service is delivered or performed.
4. **IF THE OWNER OF THE BUSINESS IS A CORPORATION: (NO ARTICLES)**
 - (A) If the Corporation was registered in the year the business commences, A COPY OF THE CERTIFICATE OF INCORPORATION AND INITIAL REPORT from the SECRETARY OF SATE OF LOUISIANA **must accompany the application.**
 - (B) If the Corporation was registered before the year business commenced, A COPY OF THE CERTIFICATE OF INCORPORATION AND LAST ANNUAL DOMESTIC REPORT from the SECRETARY OF STATE OF LOUISIANA **must accompany the application.**
 - (C) If the Corporation is a registered out of State, **submit with application:**
 1. Copy of a certificate of Inc.(from the State where the Corp. is registered).
 2. Copy of the last Corp. annual report or a list of officers of the Corp. (showing their home address and home telephone numbers).
 3. Copy of the State of Louisiana Certificate of Authority.

IF THE OWNER OF THE BUSINESS IS A L.L.C.: (NO ARTICLES]

- (A) If the L.L.C. was registered in the year the business commences, A COPY OF THE CERTIFICATE OF ORGANIZATION from the SECRETARY OF STATE OF LOUISIANA AND A COPY OF THE INITIAL REPORT **must accompany the application.**
- (B) If the L.L.C. was registered before the year the business commenced, A COPY OF THE CERTIFICATE OF ORGANIZATION from the SECRETARY OF STATE OF LOUISIANA AND A COPY OF THE LAST DOMESTIC ANNUAL REPORT **must accompany the application.**
- (C) If the L.L.C. is registered out of State, **submit with application:**
 1. Copy of the Certificate of Organization (from the state the L.L.C. is registered).
 2. Copy of the last Corp. Annual Report or a list of all Members (showing home address & home telephone of each member).
 3. Copy of the State Of Louisiana Certificate of Authority.

IF OWNERSHIP OF THE BUSINESS IS NON-PROFIT:

- (A) Form 501-C from the INTERNAL REVENUE SERVICE **must accompany the application.**

5. **IF THE BUSINESS SELLS FOOD:**

- (A) **RETAIL**-----A PERMIT FROM THE JEFFERSON PARISH HEALTH DEPT., 111 N. CAUSEWAY BLVD., METAIRIE, LA., (504) 838-5140, MUST BE ATTACHED TO THE APPLICATION.
- (B) **WHOLESALE**-----A PERMIT FROM THE STATE BOARD OF HEALTH DEPT. IN BATON ROUGE, LA., 1-225-763-5484 OR 896-1379, MUST BE ATTACHED TO THE APPLICATION.

- 6. After accepting the application, the Occupational License office will forward the application for a determination that it does not violate zoning regulations or other City ordinances. **YOU WILL BE INFORMED OF THIS DETERMINATION.**
- 7. If business will be conducted from the business owner’s residence, the owner must swear out an affidavit that he/she will use the residence for no other purpose than telephone calls, record keeping and light office work. **IF VEHICLE IS USED TO STORE EQUIPMENT, A COPY OF THE VEHICLE REGISTRATION MUST ACCOMPANY THE APPLICATION. NOTE: VEHICLES EXCEEDING 6,000 POUNDS CANNOT BE PARKED IN ANY RESIDENTIAL AREA. A LEASE OR LETTER OF PERMISSION FROM THE OWNER OF THE PROPERTY MUST BE SUBMITTED WITH THE APPLICATION.**
- 8. If the business changes owners, the new owner or lessee shall obtain an Occupational License. The license issued to the former owner or lessee is **not** transferable or assignable. The license period for the new owner or lessee covers the date of transfer of ownership or lease to December thirty-first (31st) of the license year. The City of Kenner shall be notified within ten (10) days of such a change.
- 9. If the existing owner(s) change the location or class of business, they must reapply for such changes. **ANY CHANGES MUST BE REPORTED TO THE OCCUPATIONAL LICENSE OFFICE.**
- 10. **SHOULD YOUR BUSINESS CLOSE, YOU MUST NOTIFY THE LICENSING DEPARTMENT IN WRITING. PLEASE GIVE THE BUSINESS NAME, ADDRESS AND DATE THE BUSINESS CLOSED.**

(C INSTRUCTIONS FOR COMPLETING THE APPLICATION

PAGE 1:

- LINE 1. Indicate DBA, business or trade name only.
- LINE 2. Indicate business address in Kenner.
- LINE 3. Indicate business telephone number at location given on line 2.
- LINE 4. Indicate the address where legal documents can be mailed or served on the owner(s).
- LINE 5. Indicate type of ownership.

If the ownership is **PARTNERSHIP**, enter the names of all partners or the legal name of the Partnership.

If the ownership is **CORPORATION OR L.L.C.** indicate the name of such.
- LINE 7. Indicate owner’s **HOME** address.
- LINE 8. Indicate owner’s **HOME** telephone number.
- LINE 9. Indicate business federal ID number or owner(s) Social Security Number.
- LINE 10. Indicate the date this owner started this business in Kenner.

LINE 11. If business is sales, indicate RETAIL OR WHOLESALE. If business is SERVICE only indicate. If business is combination of one or more indicate. If type of business is OTHER then indicated what other is.

LINE 12. Give a **DETAILED** description of the business. (THE MORE DETAILED THE DESCRIPTION DESCRIPTION THE LESS OF A CHANCE APPLICATION WILL BE SLOWED DUE TO UNANSWERED QUESTIONS)

LINE 13. **E-MAIL ADDRESS, WEBSITE AND FAX TELEPHONE NUMBER.**

LINE 14. **CONTACT PERSON**—Person who is responsible for the business in place of the owner.

LINE 15. ANY CHANGES TO INSIDE AND OR OUTSIDE PORTION OF THE LOCATION THIS BUSINESS OCCUPIES.

LINE 16. **HOME BASED BUSINESS ONLY.**

LINE 17. SIGNATURE, TITLE AND DATE APPLICATION IS SUBMITTED TO THIS OFFICE.

MISC.

1. IF BUSINESS WAS ACQUIRED BY A SALE, A COPY OF THE “BILL OF SALE” **MUST ACCOMPANY THE APPLICATION.**
2. IF A VEHICLE IS USED TO STORE EQUIPMENT AND OR TOOLS, SUBMIT A COPY OF THE VEHICLE REGISTRATION.
3. A “BOARD OF HEALTH PERMIT” MUST BE SUBMITTED FOR ALL BUSINESSES SELLING FOOD AND OR DRINK.
4. A COPY OF ANY STATE & PARISH REQUIRED LICENSES MUST BE SUBMITTED. IE: PLUMBING, ELECTRICAL, MECHANICAL, STATE CONTRACTOR, **LOUISIANA STATE DRIVERS LICENSE (CURRENT ADDRESS),ETC.**

DUE AND DELINQUENT

All businesses must have an Occupational License **BEFORE** commencing business.

Once a new business application is approved, a forty (40)-day temporary license will be issued and the minimum fee of \$50.00 will be charged. Within the forty (40) days the owner must report to the Occupational License office the gross income for the first thirty (30) days of business. The permanent license for the current year will be based on this figure and class of business.

Any business commencing after June 30th of that year will pay ½ the minimum fee for the forty (40)-day temporary License and ½ the fee for the permanent license.

The tax for each following year is due January 1st of that year and becomes delinquent March 1st of that year. Delinquent interest and penalties are accrued monthly.

APPROVAL OF THE OCCUPATIONAL LICENSE TAKES BETWEEN 7-10 BUSINESS DAYS.

YOU WILL BE NOTIFIED OF THE APPROVAL BY PHONE AS SOON AS THE PROCESS IS COMPLETE.