



NEW Occupational License – Business Not Involving Alcohol, Food or Daycare:

PRIOR TO SUBMITTING TO RDS:

- Verify the location of your business is located within the CITY limits of Mandeville, not just, a Mandeville address. If you are unsure, please call (985) 626-3144 Planning and Zoning for verification.
- Obtain relevant tax numbers (Federal, State and Parish, if applicable). Appropriate phone numbers listed below.
- Register business name with the Secretary of State.
- Have any licensing or certification relevant to your field, if applicable.
- Complete Location Zoning Verification
- Complete Building Compliance
- Complete RDS Occupational License Application (can be obtained at the office or on the website at <http://revds.com/taxpayer/select-your-state/louisiana/taxpayer-forms/>)
- Make \$50 check payable to "Tax Trust Account" (\$25 if applying after July 1, 2015)
- Make copy of lease or cash sale for business address listed.

FOR SIGN PERMITS:

- Complete sign permit: <http://cityofmandeville.com/Images/Interior/cacapplication.2016form.pdf>
- Complete Cleco Connection Request (Permits) and water applications for the Utilities Department.

NOTE: Any applicant who is making changes to their building will require a building permit. The building inspector must issue a final inspection before you can obtain an occupational license. You must also have State Fire Marshall approval for the building. The Building Permits Department is located at City Hall in the Planning and Zoning Department.

HELPFUL NUMBERS FOR YOUR OCCUPATIONAL LICENSE PROCESS:

Louisiana Department of Revenue (LA Sales Tax#) • 225-219-0102
St. Tammany Parish Sales Tax Office (Local Sales Tax#) • 985-726-7777
Federal Tax I.D. Number- IRS • 800-829-3676
CITY OF MANDEVILLE Fire Department (Building Compliance) 985-626-8671
CITY OF MANDEVILLE Planning and Zoning Department • 985-626-3144
CITY OF MANDEVILLE Utilities Department • 985-626-3144
St. Tammany Parish Health Department • 985-893-6296



NEW Occupational License – DAYCARE:

PRIOR TO COMING TO THE CITY OF MANDEVILLE OFFICES

- Verify the location of your business is located within the CITY limits of Mandeville, not just, a **Mandeville** address.
 - **If** you are unsure, please call (985) 626-3144 Planning and Zoning for verification.
- Obtain relevant tax numbers (Federal, State and Parish, if applicable). Appropriate phone numbers listed below.
- Register business name with the Secretary of State.

- 1ST thing to do is:
 - Completed Location Zoning Verification
 - Completed Building Compliance
 - Completed RDS Occupational License Application (can be obtained at the office or on the website at <http://revds.com/taxpayer/select-your-state/louisiana/taxpayer-forms/>)
 - Completed Police Background Check Application
 - \$50 check made payable to "Tax Trust Account" (\$25 if applying after July 1, 2015)
 - Copy of lease or cash sale for business address listed.
 - Driver's license for all owners
 - Department of Health approval
 - Approval from State for daycare facility

- 2ND: 3101 E. CAUSEWAY APPROACH, MANDEVILLE, LA
 - Completed sign permit, if applicable. Go to the Planning and Zoning Department
 - Completed Cleco Connection Request (Permits) and water applications for the Utilities Department

NOTE: Any applicant who is making changes to their building will require a building permit. The building inspector must issue a final inspection before you can obtain an occupational license. You must also have State Fire Marshall approval for the building. The Building Permits Department is located at City Hall in the Planning and Zoning Department.

HELPFUL NUMBERS FOR YOUR OCCUPATIONAL LICENSE PROCESS:

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CITY OF MANDEVILLE Utilities Department • 985-626-3144
St. Tammany Parish Health Department • 985-893-6296



NEW Occupational License – Business Involving Alcohol and Tobacco Sales:

PRIOR TO COMING TO THE CITY OF MANDEVILLE OFFICES

- Verify the location of your business is located within the CITY limits of Mandeville, not just, a **Mandeville** address.
 - If you are unsure, please call (985) 626-3144 Planning and Zoning for verification.
- Obtain relevant tax numbers (Federal, State and Parish, if applicable). Appropriate phone numbers listed below.
- Register business name with the Secretary of State.

● 1ST thing to do is:

- Completed Location Zoning Verification
- Completed Building Compliance
- Completed RDS Occupational License Application (can be obtained at the office or on the website at <http://revds.com/taxpayer/select-your-state/louisiana/taxpayer-forms/>)
- Complete Police Background Check Application
- Complete Liquor, Beer, and /or Wine Applications
- \$50 check made payable to "Tax Trust Account" (\$25 if applying after July 1, 2015)
- Copy of lease or cash sale for business address listed.
- Driver's license for all owners
- State Fire Marshall approval
- Department of Health Approval
- State Alcohol and Tobacco approval
- Supply affidavit of publication (inserted twice) from St. Tammany Farmer newspaper (alcohol only)

■ 2ND: 3101 E. CAUSEWAY APPROACH, MANDEVILLE, LA

- Completed sign permit, if applicable. Go to the Planning and Zoning Department
- Completed Cleco Connection Request (Permits) and water applications for the Utilities Department

NOTE: Any applicant who is making changes to their building will require a building permit. The building inspector must issue a final inspection before you can obtain an occupational license. You must also have State Fire Marshall approval for the building. The Building Permits Department is located at City Hall in the Planning and Zoning Department.

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St. Tammany Parish Health Department • 985-893-6296



NEW Occupational License – Restaurant or any Establishment Selling Food or Beverage:

PRIOR TO COMING TO THE CITY OF MANDEVILLE OFFICES

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 - If you are unsure, please call (985) 626-3144 Planning and Zoning for verification.
- Obtain relevant tax numbers (Federal, State and Parish, if applicable). Appropriate phone numbers listed below.
- Register business name with the Secretary of State.

- 1ST thing to do is:
 - Completed Location Zoning Verification
 - Completed Building Compliance (Grease Trap Inspection)
 - Completed RDS Occupational License Application (can be obtained at the office or on the website at <http://revds.com/taxpayer/select-your-state/louisiana/taxpayer-forms/>)
 - \$50 check made payable to "Tax Trust Account" (\$25 if applying after July 1, 2015)
 - Copy of lease or cash sale for business address listed.
 - State Fire Marshall approval
 - Department of Health Approval

- 2ND: 3101 E. CAUSEWAY APPROACH, MANDEVILLE, LA
 - Completed sign permit, if applicable. Go to the Planning and Zoning Department
 - Completed Cleco Connection Request (Permits) and water applications for the Utilities Department

NOTE: Any applicant who is making changes to their building will require a building permit. The building inspector must issue a final inspection before you can obtain an occupational license. You must also have State Fire Marshall approval for the building. The Building Permits Department is located at City Hall in the Planning and Zoning Department.

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St. Tammany Parish Health Department • 985-893-6296



NEW Occupational License – CONTRACTOR:

PRIOR TO COMING TO THE CITY OF MANDEVILLE OFFICES

- Verify the location of your business is located within the CITY limits of Mandeville, not just, a **Mandeville** address.
 - If you are unsure, please call (985) 626-3144 Planning and Zoning for verification.
- Obtain relevant tax numbers (Federal, State and Parish, if applicable). Appropriate phone numbers listed below.
- Register business name with the Secretary of State.
- Have any licensing or certification relevant to your field, if applicable.

- 1ST thing to do is:
 - Completed Location Zoning Verification
 - Completed Building Compliance
 - Completed RDS Occupational License Application (can be obtained at the office or on the website at <http://revds.com/taxpayer/select-your-state/louisiana/taxpayer-forms/>)
 - \$50 check made payable to "Tax Trust Account" (\$25 if applying after July 1, 2015)
 - Copy of lease or cash sale for business address listed.

- 2ND: 3101 E. CAUSEWAY APPROACH, MANDEVILLE, LA
 - Completed sign permit, if applicable. Go to the Planning and Zoning Department
 - Completed Cleco Connection Request (Permits) and water applications for the Utilities Department

NOTE: Any applicant who is making changes to their building will require a building permit. The building inspector must issue a final inspection before you can obtain an occupational license. You must also have State Fire Marshall approval for the building. The Building Permits Department is located at City Hall in the Planning and Zoning Department.

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NEW Occupational License – HOME OCCUPATION:

PRIOR TO COMING TO THE CITY OF MANDEVILLE OFFICES

- Verify the location of your business is located within the CITY limits of Mandeville, not just, a **Mandeville** address.
 - **If** you are unsure, please call (985) 626-3144 Planning and Zoning for verification.
 - Obtain relevant tax numbers (Federal, State and Parish, if applicable). Appropriate phone numbers listed below.
 - Register business name with the Secretary of State.
 - Have any licensing or certification relevant to your field, if applicable.
-
- 1ST thing to do is:
 - Completed Location Zoning Verification
 - Completed RDS Occupational License Application (can be obtained at the office or on the website at <http://revds.com/taxpayer/select-your-state/louisiana/taxpayer-forms/>)
 - \$50 check made payable to "Tax Trust Account" (\$25 if applying after July 1, 2015)
 - Copy of lease or cash sale for business address listed.
 - If leased, supply written permission from landlord.

NOTE: Any applicant who is making changes to their building will require a building permit. The building inspector must issue a final inspection before you can obtain an occupational license. You must also have State Fire Marshall approval for the building. The Building Permits Department is located at City Hall in the Planning and Zoning Department.

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