



OCCUPATIONAL LICENSE IN WEST FELICIANA PARISH



In accordance with applicable Parish Ordinance and State Law, all businesses having a physical location in West Feliciana Parish are required to obtain an Occupational License in West Feliciana Parish annually. Businesses that have a Municipal Occupational License are exempt from this requirement. Occupational License expire each year on December 31.

APPLICATION:

The following is necessary for you to obtain an Occupational License:

- 1) If applicable, must ensure zoning compliance with the West Feliciana Parish Council, located at 5934 Commerce Street and can be reached at 225-635-3864.
- 2) If applicable, obtain a Sales Tax Collector Number from the West Feliciana Parish School Board. They are located at 4727 Fidelity Street and can be reached at 225-635-3891.
- 3) Complete the Application for an Occupational License.
- 4) SUBMIT the completed Application along with correct amount due to the West Feliciana Sheriff's Office, located at 4785 Prosperity Street and can be reached at 225-784-3101.

The License must be prominently displayed by the licensee in the place of business.

IMPORTANT THINGS TO REMEMBER:

- It is your responsibility to ensure timely and correct submission of the application and payment. The application may be picked up in person or downloaded from www.wfparish.org or www.wfpsso.org. Assistance is available for computation of the tax due by downloading the Occupational License Tax Manual at www.wfpsso.org.
- All Occupational License expire on December 31 of each year. You are required to obtain a new license by the last day of February of each calendar year. Any business that has not obtained their license by that day, shall be deemed delinquent and are subject to the payment of delinquent interest and penalty. Delinquent interest and penalty may be computed from March 1 of the calendar year for which they are due.
- Upon termination or transfer of the business, the owner shall make a final return and payment within 15 days of the date of selling or quitting the business.
- Failure to follow applicable parish ordinance and state and federal law may ultimately result in assessments and legal action against you.
- Occupational License Applications and payments can be dropped off in person at the West Feliciana Parish Sheriff's Office at 4785 Prosperity Street or mailed to PO Box 1844, St. Francisville, LA 70775 ATTN: Occupational License.



West Feliciana Parish

Application for Occupational License- Year 2018



Renewal
 New Business
 Out of Business (If no longer in business, please complete items 1-9, sign form and return to the address listed below)

PERSONAL DATA

1. Business Owner/Owner's Name	2. Phone Number
3. Trade Name	4. A. Federal ID Number _____ B. Sales Tax Number _____
5. Mailing Address	6. City, State, Zip
7. Physical Location	8. A. Date Business Started _____ B. Date Business Closed _____
9. Type and Nature of Business	
10. Type of Organization <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. _____ Individual B. _____ Corporation C. _____ Non- Profit D. _____ Professional </div> <div style="width: 45%;"> E. _____ Partnership F. _____ Governmental G. _____ Other (specify below) _____ </div> </div>	

COMPUTATION OF PARISH LICENSE FEES DUE

Parish Occupational License Fee (SEE ITEM 3 ON REVERSE)	
Video Poker Games (\$50 each if applicable) Number ____ machines x \$50 each	
Pool Tables (\$20 each if applicable) Number ____ tables x \$20 each	
Juke Box (\$20 each if applicable) Number ____ boxes x \$20 each	
Professional .1% Based on Line # from Reverse	
Interest (License become delinquent March 1 and are subject to interest at 1% per month)	
TOTAL AMOUNT DUE	

This is a true statement of the type and volume of the business that I operate in West Feliciana Parish. I have acquainted myself with and will abide by the applicable Parish Ordinances and both State and Federal laws regarding the regulation and operation of my business, including zoning regulations and sales tax collection and remittance.

Signature

Date

FOR CORPORATION/PARTNERSHIP USE ONLY

If Corporation or Partnership, Must Include Name, Address and Last 4 of Social Security # of each Officer and/or Partner

NAME	ADDRESS	SS#- Last 4

PARISH OCCUPATIONAL LICENSE COMPUTATION

1. Business opened during calendar 2017

- A. Gross sales for calendar year _____
- B. Number of days in Business _____
- C. Gross Sales divided by number of days in business _____
- D. Item C multiplied by 365 equal Taxable Sales \$_____

2. Business opened on or prior to January 1, 2017

- A. Gross Sales \$_____

3. License Fee/Rate Based on Attached Table

\$_____

(Enter this amount in Chart on Page #1)

If you are claiming any exemptions, please attach a copy of your documents from the Department of Revenue.

OFFICE USE ONLY

Date Received _____ Payment Verified _____ License Number Issued _____