



**HOME OCCUPATIONAL LICENSE COMPLIANCE FORM**

TO SUBMIT APPLICATION ONLINE VISIT [WWW.MYGOVERNMENTONLINE.ORG](http://WWW.MYGOVERNMENTONLINE.ORG)

**OFFICE USE ONLY**

Project No: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Approved for Parish Compliance—Planning and Zoning

Date

Approved for Parish Compliance—Parish President

Date

**BUSINESS OWNER INFORMATION**

Business Name: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ADDITIONAL BUSINESS INFORMATION**

Change in Ownership of Existing Business     YES     NO

Home Office/Limited Storage Only             YES     NO

Business Description: \_\_\_\_\_

The following items must be satisfied to be approved by the Parish:

- Zoning Compliance (\$60 fee).

The Planning Department will verify that your business is a permitted use and that it meets all site requirements.

You may be contacted to provide additional materials like a more detailed business description or parking plan.

*I hereby acknowledge that the information on my application for an occupational license is true to the best of my knowledge, and that this will be the only business activity at the above location. I also hereby acknowledge that the business activity will operate in full compliance with the St. John the Baptist Parish Code of Ordinances and both State and Federal laws. I acknowledge that I have received a copy of the Home Occupation Regulations (attached Exhibit B).*

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



## HOME OCCUPATIONAL LICENSE COMPLIANCE FORM

### EXHIBIT A: Occupational License Steps

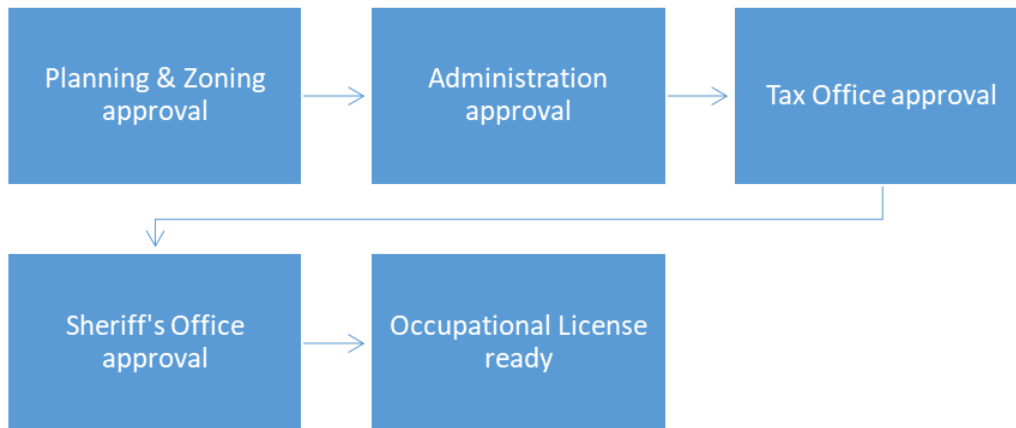
1. Submit a Home Occupational License Compliance Form to the Planning and Zoning Department (<https://www.sjbparish.gov/files/content/public/departments/planning-and-zoning/forms/oclicense-parishcomplianceform7.1.22.pdf>)
2. Pick up or download your Occupational License packet from ACI St. John (Parish Tax office) ([http://www.lalocaltax.com/docs/OLT\\_Application.pdf](http://www.lalocaltax.com/docs/OLT_Application.pdf))

Pay applicable fees

\$60 check, money order, or credit card payment (payable to St. John Parish Council)

3. Submit an Occupational License Application to the ACI St. John (Parish Tax Office) ([http://www.lalocaltax.com/docs/OLT\\_Application.pdf](http://www.lalocaltax.com/docs/OLT_Application.pdf))

4. Your application will go through the following approval process (7-10 business days):



5. Pick up your Occupational License at the Tax Office when it is ready.

*I hereby acknowledge that I understand that all the information on this form must be satisfied before approval will be granted by St. John the Baptist Parish.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**JACLYN HOTARD**  
Parish President



**TARA LAMBETH**  
PhD, AICP, CFM  
Director

## **HOME OCCUPATIONAL LICENSE COMPLIANCE FORM**

### **CONTACT INFORMATION**

St. John the Baptist Parish Economic Development Department  
1811 W. Airline Highway, LaPlace, LA 70068  
PH: 985-652-9569

St. John the Baptist Parish Planning and Zoning Department  
1811 W. Airline Highway, LaPlace, LA 70068  
PH: 985-651-5565

St. John the Baptist Parish Sheriff's Office  
Contact: Lindy Eshleman  
PH: 985-359-8706

St. John the Baptist Parish Tax Office  
1704 Chantilly Drive, LaPlace, LA 70068  
PH: 985-359-6600



## HOME OCCUPATIONAL LICENSE COMPLIANCE FORM

### EXHIBIT B: Home Occupation Regulations

#### Sec. 113-474. - Use requirements.

- (f) Home occupations shall be required to conform to the following standards:
- (1) No person shall be employed on the premises who is not a bona fide resident of the dwelling and the individual primarily responsible for the home occupation shall live in the dwelling.
  - (2) The use of the dwelling unit for home occupation shall be clearly incidental and secondary to its use for residential purposes. Not more than 20 percent of the living area of the dwelling unit or 400 square feet, whichever is the lesser, shall be used in the conduct of home occupations. No outdoor display or storage of equipment or supplies associated with the home occupation is permitted.
  - (3) There shall be no change in the exterior appearance of the building or premises as a result of such occupations, with the exception of a sign as provided in section 113-557(8).
  - (4) No home occupation shall be conducted in any accessory building or attached garage exceeding 400 square feet.
  - (5) No mechanical equipment shall be used or stored on the premises except that which is normally used for purely domestic or household purposes. The home occupation shall not create noise, vibration, glare, fumes, odors, dust, smoke, or heat detectable to the normal senses outside the dwelling unit. No equipment or process shall be used which creates visual or audible interference in any radio or television sets off the premises, or causes fluctuations in line voltage. There shall be no illegal discharge of any materials, fluids or gases into the sewer or drainage system or any other manner of discharging such items in violation of any applicable government code.
  - (6) No stock-in-trade shall be sold on the premises or displayed or warehoused on the premises for sale or use elsewhere, provided that orders previously made by telephone, mail or at a sales party conducted off-premises may be filled on the premises and delivered.
  - (7) No traffic shall be generated by such home occupation in greater volume than three vehicles per 24-hour day in the residential neighborhood and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in the required front yard. Deliveries from commercial suppliers shall be made during daylight hours and shall not restrict circulation in the neighborhood.
  - (8) Personal services such as:
    - a. Cosmetology, barbershops, beauty parlors, kennels, dog grooming;
    - b. Real estate and insurance offices;
    - c. Radio, television and appliance repair, cabinet making, boat building for others, auto servicing or rebuilding and repair for others;
    - d. Metal fabrications or cutting, employing welding or cutting torches, ambulance service, helium balloons, house painters; and
    - e. Other uses similar in nature or in effect on the surrounding neighborhood; shall not be allowed to be conducted as a home occupation.
  - (9) No more than one home occupation related vehicle, regardless of the number of home occupations, is permitted at any one premises, any such vehicle must be 20 feet or less in overall length and not more than seven feet in overall height and must be parked off any public right-of-way. All exterior storage of cargo, equipment or other material on the vehicle shall be shielded from view at all times when such vehicle is located on a residential lot.



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- (10) The term "address of convenience" means a home occupation that consists solely of the receiving of phone calls, mail, and keeping business records in connection with any profession or occupation, and shall not require a home occupation permit. The term "address of convenience" does not include any home occupation that receives clients or customers.
- (11) When in compliance with the requirements of this section, a home occupation includes, but is not limited to, the following:
- a. Art studio;
  - b. Child care for not more than six children, including any children of the adult provider;
  - c. Dressmaking and tailoring;
  - d. Professional office of a lawyer, engineer, architect, accountant, salesman, or other similar occupation;
  - e. Teaching or tutoring, including musical instruction and dance instruction, limited to not more than two pupils at a time;
  - f. Typing/word processing service;
  - g. Small scale seafood harvesting with no more than one recreational type boat stored on the premises and without outside storage of equipment unless screened from view of the street and adjacent property.
- (12) Home occupations that are existing as legal uses shall not be allowed to continue once the occupants who have established the legal use status no longer occupy the premises.
- (13) The department of planning and zoning shall determine whether the home occupation meets the established criteria and shall issue a home occupation permit when such application is in compliance with the established criteria. Any person aggrieved by a decision of the department of planning and zoning may appeal that decision to the zoning board of adjustments in accordance with the procedure for filing appeals as defined in this chapter.
- (14) Once an applicant meets all of the criteria for a home occupation and is approved by the parish department of planning and zoning, a home occupation license must be obtained from the parish sheriff's office.
- (Code 1988, § 33:88; Ord. No. MM-22, 6-13-2000; Ord. No. MM-30, 6-27-2000)