



City of West Monroe  
Building & Development

Building Official  
Jonathan Kaufman

Establishing a New Business in West Monroe

All businesses must complete an application for Certificate of Occupancy. The Fee is \$25 (Twenty Five dollars). The form and instructions are available on the City of West Monroe website ([www.cityofwestmonroe.com](http://www.cityofwestmonroe.com)) under Departments / Building & Development or may be picked up at West Monroe City Hall in the Building & Development Department. The Application consists of the following:

- Verification & Approval by the Zoning Director
- Building Inspection by Building Official
- Fire Department Inspection by the West Monroe Fire Prevention Officers
  
- Any business in the West Monroe Historic District should meet with the Building & Development Director and/or the Main Street Director.

The Occupational (Business) License Application must be completed and turned in with the appropriate fee at the time the Certificate of Occupancy Application is submitted. If applicable, the Local Sales Tax Registration Form can be submitted with the Occupational License Application. Application, Sales Tax Form and Occupational License Fee Table are available on the City of West Monroe Website ([www.cityofwestmonroe.com](http://www.cityofwestmonroe.com)) under Departments / Building & Development / Business License or may be picked up at West Monroe City Hall in the Building & Development Department.

Liquor Permit Application and Special Event Forms may be requested by email or may be picked up at West Monroe City Hall in the Building & Development Department.

Location / Mailing Address: Building & Development  
West Monroe City Hall  
2305 North 7<sup>th</sup> Street 2<sup>nd</sup> Floor  
West Monroe, LA 71291

Office Hours: Monday thru Friday 8:00 AM till 5:00 PM

Contact via email: [building@westmonroe.la.gov](mailto:building@westmonroe.la.gov)

Direct Phone Number: 318-397-6722

City Hall Main Phone: 318-396-2600



City of West Monroe  
PROCESS TO OBTAIN A  
CERTIFICATE OF OCCUPANCY "CO"

*A Certificate of Occupancy is required any time a new business opens, there is an ownership change of an existing business or an existing business relocates or changes names. This insures that the property is properly zoned for the type of business that will locate there and to insure the building is safe to occupy.*

**THREE (3) PARTS:**

**The fee is \$25 (Twenty Five Dollars)**

- **ZONING** – Verify zoning with Building & Development Director at 318-397-6722. Please note: if your business is located in a West Monroe Historic District, you will be required to obtain a Certificate of Appropriateness for ANY exterior changes (See Adrienne LaFrance-Wells, Main Street Director, 318-397-6735 and/or Jonathan Kaufman 318-397-6720).
- **BUILDING** – Set up an Inspection with the Building & Development Office when the application is submitted. Once inspected, the permit can be released by the City to ENTERGY if inspection is approved – YOU are responsible for setting up your account with ENTERGY (1-800 ENTERGY). Please allow up to 24 hours for ENTERGY to receive and process the permit.

When the electricity is on:

- **FIRE DEPARTMENT** – Call Fire Prevention Officers: Charles Huggins at 318-397-6831 or Dale Wyant at 318-397-6867 to set up a "C" "O" Inspection with the West Monroe Fire Department. The main number to the West Monroe Fire Department is 318-397-0758.

Once the Zoning Director, Building Official, and Fire Prevention Officer have approved, the information will be sent to the Occupational Licensing Department.

**Complete all necessary paperwork to obtain an Occupational License.**  
**(FEE Involved).**

*FAILURE by an applicant to request all required inspections within thirty (30) days of application shall cause expiration of the original request, termination of electrical service, required reapplication for a Certificate of Occupancy, and payment of an additional fee, with new inspections conducted. Ordinance Sec. 12-4012(c).*

NOTICE TO APPLICANT: YOUR BUSINESS IS NOT TO BE OPERATED UNTIL THIS APPLICATION HAS BEEN APPROVED. UPON APPROVAL OF THIS APPLICATION BY THE VARIOUS DEPARTMENTS LISTED ABOVE, A CERTIFICATE OF OCCUPANCY WILL BE ISSUED.

APPLICATION FOR  
**CERTIFICATE OF OCCUPANCY**

**\$25**  
*Fee*

**CITY OF WEST MONROE**

2305 N 7<sup>th</sup> Street, West Monroe, LA 71291  
(318) 397-6722 (318) 396-2600 [building@westmonroe.la.gov](mailto:building@westmonroe.la.gov)

DATE: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

STREET LOCATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

NEW BUSINESS? \_\_\_\_\_ (YES OR NO)

Description/TYPE OF BUSINESS: \_\_\_\_\_

IF NOT A NEW BUSINESS, LOCATION MOVING FROM: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

BUSINESS OWNER ADDRESS: \_\_\_\_\_

BUSINESS OWNER PHONE #: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

PROPERTY OWNER PHONE #: \_\_\_\_\_

PREVIOUS BUSINESS AT THIS LOCATION: \_\_\_\_\_

If business is a non-profit organization, you must provide a copy of form 503-C.  
Will business sell and / or serve alcohol? YES or NO

***SIGNATURE:*** \_\_\_\_\_

**NOTICE TO APPLICANT: YOUR BUSINESS IS NOT TO BE OPERATED UNTIL THIS APPLICATION HAS BEEN APPROVED. UPON APPROVAL BY THE BUILDING, ZONING & FIRE DEPARTMENTS, A CERTIFICATE OF OCCUPANCY WILL BE ISSUED.**

FOR OFFICE USE:

APPLICATION # \_\_\_\_\_ ZONE \_\_\_\_\_ FLOOD ZONE \_\_\_\_\_

REMARKS: \_\_\_\_\_

ENTERGY ACCT#: \_\_\_\_\_ RELEASED: \_\_\_\_\_

**CITY OF WEST MONROE**  
 2305 North 7<sup>th</sup> Street West Monroe, LA 71291 318-396-2600  
**OCCUPATIONAL LICENSE**

*Submitted to the City of West Monroe, State of Louisiana, Under the Provisions of City Ordinance*

**BUSINESS INFORMATION**

Date of Application	Date to Open	C.O #
Physical Address:		
Name of Business:		
Mailing Address: (if different from physical address)		
City:	State:	Zip Code:
Federal Tax #:	Type of Ownership <i>(please circle)</i>	Corp.   LLC   Sole Proprietor
Local Tax #:	Phone #:	Fax #:
Description of Business Activities:		

**APPLICANT/OWNER INFORMATION**

Owner :		
Applicant Name: (if not owner)		
Address:		Phone:
City:	State:	ZIP Code:
Drivers License#	SSN:	Date of Birth
Email Address:	Title :	

**FOR COIN OPERATED OR FLAT RATE BUSINESS: FILL OUT CHART BELOW**

ITEM	NUMBER X FEE	TOTAL FOR THIS ITEM
	X	\$
	X	\$
	X	\$
	X	\$
	<b>TOTAL</b>	\$

**CALCULATION OF TAX**

Total Annual Gross Receipts (actual or estimated for 12 months)	\$
<b>Total Amount of Tax Due</b> (see fee tables) - CHECK PAYABLE TO CITY OF WEST MONROE	\$

I authorize the verification of the information provided on this form.

Signature of applicant and Date:

# Louisiana Occupational License Tax Tables

**RETAIL, SERVICE AND RENTALS R.S. 47:354 TABLE 1**

If the Gross Sales are:

As Much As	But Less Than	The Annual License Shall Be:
\$0	\$50,000	\$50
50,000	75,000	60
75,000	100,000	90
100,000	150,000	120
150,000	200,000	180
200,000	250,000	250
250,000	300,000	300
300,000	400,000	360
400,000	500,000	500
500,000	600,000	650
600,000	750,000	800
750,000	1,000,000	900
1,000,000	1,500,000	1,200
1,500,000	2,000,000	1,800
2,000,000	2,500,000	2,400
2,500,000	3,000,000	3,000
3,000,000	3,500,000	3,600
3,500,000	4,000,000	4,200
4,000,000	4,500,000	4,800
4,500,000	5,000,000	5,400
5,000,000	5,500,000	6,000
5,500,000	.....	6,200

**WHOLESALE R.S. 47:355 TABLE 2**

If the Gross Sales are:

As Much As	But Less Than	The Annual License Shall Be:
\$ 0	\$ 100,000	\$ 50
100,000	150,000	75
150,000	250,000	100
250,000	500,000	150
500,000	600,000	200
600,000	800,000	250
800,000	1,000,000	300
1,000,000	1,500,000	400
1,500,000	2,000,000	500
2,000,000	2,500,000	700
2,500,000	3,000,000	900
3,000,000	4,000,000	1,000
4,000,000	5,000,000	1,250
5,000,000	5,500,000	1,800
5,500,000	6,000,000	2,400
6,000,000	6,500,000	3,000
6,500,000	7,000,000	3,600
7,000,000	7,500,000	4,200
7,500,000	8,000,000	4,800
8,000,000	9,000,000	5,200
9,000,000	10,000,000	5,800
10,000,000	11,000,000	6,000
11,000,000	12,000,000	6,400
12,000,000	13,000,000	6,800
13,000,000	14,000,000	7,200
14,000,000	.....	7,500

**LENDING R.S. 47:356 TABLE 3**

If the Amount of the Loan Made is:

As Much As	But Less Than	The Annual License Shall Be:
\$ 0	\$ 250,000	\$ 50
250,000	500,000	100
500,000	750,000	150
750,000	1,000,000	200
1,000,000	1,250,000	250
1,250,000	1,500,000	300
1,500,000	1,750,000	350
1,750,000	2,000,000	400
2,000,000	2,250,000	450
2,250,000	2,500,000	500
2,500,000	3,000,000	550
3,000,000	3,500,000	600
3,500,000	4,000,000	650
4,000,000	4,500,000	700
4,500,000	5,000,000	750
5,000,000	5,500,000	800
5,500,000	6,000,000	850
6,000,000	6,500,000	900
6,500,000	7,000,000	950
7,000,000	7,500,000	1,000
7,500,000	8,000,000	1,050
8,000,000	8,500,000	1,100
8,500,000	9,000,000	1,150
9,000,000	9,500,000	1,200
9,500,000	10,000,000	1,250
10,000,000	11,000,000	1,350
11,000,000	12,000,000	1,450
12,000,000	13,000,000	1,550
13,000,000	14,000,000	1,650
14,000,000	15,000,000	1,750
15,000,000	16,000,000	1,850
16,000,000	17,000,000	1,950
17,000,000	18,000,000	2,050
18,000,000	19,000,000	2,150
19,000,000	20,000,000	2,250
20,000,000	25,000,000	2,500
25,000,000	30,000,000	3,000
30,000,000	35,000,000	3,500
35,000,000	.....	3,700

**RETAIL GASOLINE R.S. 47:354.1 TABLE 1.1**

If the Gallons Sold are:

As Much As	But Less Than	The Annual License Shall Be:
0	55,000	\$50
55,000	85,000	60
85,000	110,000	90
110,000	165,000	120
165,000	225,000	180
225,000	275,000	250
275,000	325,000	300
325,000	450,000	360
450,000	550,000	500
550,000	650,000	650
650,000	825,000	800
825,000	1,000,000	900
1,000,000	1,500,000	1,200
1,500,000	2,000,000	1,800
2,000,000	2,500,000	2,400
2,500,000	3,000,000	3,000
3,000,000	3,500,000	3,600
3,500,000	4,000,000	4,200
4,000,000	4,500,000	4,800
4,500,000	5,000,000	5,400
5,000,000	5,500,000	6,000
5,500,000	.....	6,200

**COMMISSION R.S. 47:357 TABLE 4**

If the Gross Annual Commissions and Brokerages are:

As Much As	But Less Than	The Annual License Shall Be:
\$ 0	\$ 15,000	\$ 50
15,000	20,000	70
20,000	25,000	90
25,000	30,000	112
30,000	40,000	137
40,000	50,000	180
50,000	65,000	225
65,000	80,000	300
80,000	100,000	360
100,000	125,000	450
125,000	150,000	600
150,000	175,000	675
175,000	200,000	750
200,000	250,000	900
250,000	300,000	1,050
300,000	350,000	1,200
350,000	400,000	1,400
400,000	450,000	1,600
450,000	500,000	1,800
500,000	550,000	2,000
550,000	600,000	2,200
600,000	650,000	2,400
650,000	700,000	2,600
700,000	750,000	2,800
750,000	800,000	3,000
800,000	850,000	3,200
850,000	900,000	3,400
900,000	950,000	3,600
950,000	.....	3,700

**PUBLIC UTILITIES R.S. 47:358 TABLE 5**

If the Gross Annual Receipts are:

As Much As	But Less Than	The Annual License Shall Be:
\$ 0	\$ 20,000	\$ 50
20,000	25,000	60
25,000	37,500	75
37,500	50,000	115
50,000	75,000	150
75,000	100,000	200
100,000	150,000	300
150,000	200,000	450
200,000	250,000	650
250,000	500,000	750
500,000	750,000	1,500
750,000	1,000,000	2,250
1,000,000	1,250,000	3,000
1,250,000	1,500,000	3,750
1,500,000	1,750,000	4,500
1,750,000	2,000,000	5,250
2,000,000	2,250,000	6,000
2,250,000	2,500,000	6,900
2,500,000	.....	7,500

**TABLE 6  
BUSINESSES WHERE LICENSES ARE BASED ON FLAT FEES**

Investment Banking	\$500
Peddlers and Itinerant Vendors	\$200
Itinerant Vendors - Farm and Seafood Products	\$100
Mechanical or Electronic Amusement Machines or Devices	\$20
Electronic Pinball Machine, Flipper Machine or Video Game	\$50
Mobile Home Sales, Rentals and Repairs - Maximum License Tax	\$800
Circuses, Concerts, Carnivals, Professional Sports, Special Events	\$250
Nursing Homes (two separate licenses required)	1/3 of Gross Receipts (See Table 1), plus \$2/Room
Hotel, Motels, Rooming and Boarding Houses	\$2/Room
Professionals and All Other Businesses	For all businesses not otherwise covered by or specifically exempted by ordinance, the license shall be one-tenth of one percent (.1%) of the annual gross receipts with a minimum tax of \$50 and a maximum tax of \$2,000.

**SPECIAL INSTRUCTIONS**

Real Estate Brokers	Maximum License Fee - \$2,200.
Contractors	All contractors, cost plus or lump-sum shall pay a license fee not to exceed \$750.
Retail or Wholesale Dealers of Motor Vehicles and Boats	Maximum license fee shall be computed on gross sales of motor vehicles, boats, parts, accessories, and repair services not to exceed \$700,000.
Retail Dealers of Building Materials	Maximum license fee - \$6,200.
Retail Sale of Wine and Liquor	Retail dealers holding a Class A or Class B liquor permit shall be entitled to, upon request, a deduction of 20% of actual gross sales in determining the amount of license tax.
Petroleum Tax	Retailers of gasoline are allowed a deduction for excise taxes paid on the purchase of gasoline, motor fuels, and lubricating oils.
Pawnbrokers	Table 1 - Minimum fee - \$300. The license tax shall be based on the amount of gross sales and receipts from any retail sales, plus the amount of loans made by the business.

APPLICATION FOR TAXPAYER NUMBER

PARISH OF OUACHITA

Town of Sterlington ~ Town of Richwood ~ City of West Monroe ~ City of Monroe

REASON FOR APPLYING:

- Started new business, Opening additional location, Change of name, Purchased ongoing business, Merger, Other

Louisiana Sales Tax Number: Applied For None

Federal Identification Number: Applied For None

NAICS Code:

Legal Name(s): (Individual, partners, or corporation)

Trade Name/DBA:

Business Location (street, highway, NOT P. O. BOX):

Business Location Telephone No.:

Address for receiving tax forms & correspondence (If same, write same):

Contact Person: Telephone No.:

Title: Email Address:

Type of organization: Individual Partnership Corporation LLC LLP Other

If sole owner (individual) Name: SSN:

Home Address Telephone:

If corporation, LLC, LLP or Partnership, please attach the following: name, title, social security number, home address and telephone number of officers, members, managers or partners.

Agent for service of process (include physical address and telephone number)

Nature of business: Retail Sales Wholesale Repair Service Manufacturing/Fabricating Contractor Retail Service Other

Date of first sale within Ouachita Parish or date business started at this location:

Describe in detail your business: type of sales, activity or service you perform:

Requested reporting status: Monthly Quarterly Occasional/Irregular (Reporting frequency and filing status will be determined by the Administrator according to parish policy. Businesses with a location within the parish will automatically be registered on a monthly basis.)

I affirm that the information given on this application is true and correct

Signature of Applicant Date