



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: Jake Stephens at 318-397-6867 or Charles Huggins at 318-397-6831, 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  
CITY OF WEST MONROE

\$25  
Fee

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: \_\_\_\_\_