

**CITY OF ABBEVILLE  
OCCUPATIONAL LICENSE APPLICATION  
(PRINT ONLY)**



Name which business is to be conducted: \_\_\_\_\_

Owner: \_\_\_\_\_

Business Location: \_\_\_\_\_ Mailing address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Business phone: \_\_\_\_\_ Home/Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Nature of business: \_\_\_\_\_ Opening date: \_\_\_\_\_

Type of business (check appropriate box):

- Store Front       Delivery Service       Cyber Store       Itinerant       Door to Door  
 Bed and Breakfast       Food Truck       Non-Profit       Non-Occupational       Gaming Rental (pool table, foosball, etc.)

Type of ownership (check appropriate box):

- Individual       Partnership       INC       Corporation       LLC       Non-Profit       Other

Names of all partners or principal officers of a corporation (corporation only):

\_\_\_\_\_

How many places of business do you operate within city limits? \_\_\_\_\_

Answer yes or no for the following statements:

	<b>YES</b>	<b>NO</b>	<b>Forms/Permits Required (if yes)</b>
This business will be located within the city limits of Abbeville	<input type="checkbox"/>	<input type="checkbox"/>	Occupational License
This business will sell alcohol and/or liquor.	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol Permit
This business will install and/or make changes to a sign.	<input type="checkbox"/>	<input type="checkbox"/>	Sign Permit
This business will operate as a chain store.	<input type="checkbox"/>	<input type="checkbox"/>	Chain Store Application
This business will serve food.	<input type="checkbox"/>	<input type="checkbox"/>	Grease Trap Permit

**Electronic Signature Agreement**

I understand and agree that my application will be signed electronically when I type my name in the signature box AND select the check box below. I also understand that my electronic signature means that I intend to apply for this permit/application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

\_\_\_\_\_  
**Owner Signature** **Date**

I have read and agree with the statements above.

The following documentation must be completed and returned to Abbeville City Hall Tax and Permits Department before an occupational license can be issued.

R= Required A= If Applicable

	City Fire Chief Inspection (337.898.4259)	State Fire Marshall Inspection (225.925.4911)	Electrical Inspection	Sign Permit	Sales Tax Documentation (337.898.5732)	Secretary of State Certificate	Liquor License Application/Documentation	Occupational License Application	Chain Store Application	Grease Trap Drawings/Application	Layout Restroom/Fixtures Drawings	Health Inspection (337.893.1438)	Proof of Non-Profit Status
Store Front Business	R	A	R	A	R	R	A	R	A				
Non-Store Front Business					R	R		R					
Store Front Serving Food	R	A	R	A	R	R	A	R	A	R	R	R	
Non-Profit Organization	R	A	R	A	R	R		R		A	A		R
Bed and Breakfast	R	R	R	A	R	R		R					
Non-Occupational	R	A	R	A	R	R		R					
Gaming Rentals					R	R		R					
Delivery Service						R		R					

**Food Truck/Itinerant/Door-to Door – additional permits that may be needed depending on the type of license.**

- Food Truck Packet
- Itinerant Packet – setting up on private property to sell merchandise
- Door-to-Door Packet

**Contact Information**

- City Fire Chief Inspection (occupancy remains same)
  - Jude Mire 337-898-4259
- State Fire Marshal Inspection (occupancy changes or renovations)
  - 225-925-4911
  - <http://www.lasfm.org/>
- Health Inspection
  - 337-898-1438
- Sales Tax Certificate (Vermilion Parish School Board)
  - 337-898-5732 or 337-898-5733
  - [https://www.vpsb.net/248117\\_2](https://www.vpsb.net/248117_2)
- Secretary of State Certificate
  - 225.922.2880
  - <https://www.sos.la.gov/Pages/default.aspx>