



# CITY OF ABBEVILLE BUILDING PERMIT APPLICATION

Commercial Building     Residential Building

Application is hereby made for a building permit in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all City and State Laws and Ordinances, and which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit.

**PROPERTY OWNER:** (as shown on deed)

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address: \_\_\_\_\_

Address of Construction: \_\_\_\_\_

New Dwelling Construction, are there any other dwellings on this tract: \_\_\_\_\_ How many? \_\_\_\_\_

Existing Structure (number and type): \_\_\_\_\_

**APPLICANT:** (if not property owner)

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

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

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Louisiana State Contractor's License #: \_\_\_\_\_

**CONSTRUCTION INFORMATION:**

Construction Value: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Dimensions" Finished Area: \_\_\_\_\_ Unfinished Area: \_\_\_\_\_

Height of structure: \_\_\_\_\_ feet      Square Footage: \_\_\_\_\_

**TYPE OF IMPROVEMENT:**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Repair Flood      | <input type="checkbox"/> Structure Lifting/<br>(Foundation/Footing) | <input type="checkbox"/> Other, Specify<br>_____ |
| <input type="checkbox"/> Addition         | <input type="checkbox"/> Hurricane Damage  | <input type="checkbox"/> Generator Installation                     |  |
| <input type="checkbox"/> Renovations      | <input type="checkbox"/> Moving/Relocating |   |  |
| <input type="checkbox"/> Modular          | <input type="checkbox"/> Swimming Pool     |   |  |

**PROPOSED USE: (Residential/Commercial)**

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Garage/Carport/Porch     | <input type="checkbox"/> Shop/Shed/Storage | <input type="checkbox"/> Non-Structural  | <input type="checkbox"/> Other, Specify<br>_____ |
| <input type="checkbox"/> Fence (Taller than 7 ft) | <input type="checkbox"/> One Family        | <input type="checkbox"/> Outdoor Kitchen |  |
| <input type="checkbox"/> Barn                     | <input type="checkbox"/> Roof Repair       |  |  |

**PROPOSED USE: (Commercial Only)**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Boring for Utilities            | <input type="checkbox"/> Hotel/Motel            | <input type="checkbox"/> Hospital            | <input type="checkbox"/> Schools use             |
| <input type="checkbox"/> Apartments                      | <input type="checkbox"/> Amusement/Recreation   | <input type="checkbox"/> Medical Institution | <input type="checkbox"/> Other, Specify<br>_____ |
| <input type="checkbox"/> Clean-up Remediation<br>Systems | <input type="checkbox"/> Church                 | <input type="checkbox"/> Office/Bank         |  |
| <input type="checkbox"/> Fence (Taller than 7 ft)        | <input type="checkbox"/> Industrial             | <input type="checkbox"/> Retail Store        |  |
|  | <input type="checkbox"/> Service/Repair Station | <input type="checkbox"/> Government          |  |

DESCRIBE IN DETAIL PROPOSED WORK BEING DONE.

Note: If use of building is being changed or if joint use is being added, enter all new proposed use(s) and also define existing use(s).

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I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the above proposed work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other statement, local, or state law regulating construction or the performance of construction.

**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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

I have read and agree with the statements above.

**COMMERCIAL ONLY** (if "yes" is answered for any of the below statements, additional permits or documents are required. Additional permits or licenses may be required depending on the type of construction or business.

	Yes	No	Permits Needed
<b>This is a new business (new construction).</b>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit
My business will serve food.	<input type="checkbox"/>	<input type="checkbox"/>	Grease trap Permit
My business does not have an occupational license.	<input type="checkbox"/>	<input type="checkbox"/>	Occupational License
My business will serve alcohol.	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol License
My business will install a sign.	<input type="checkbox"/>	<input type="checkbox"/>	Sign Permit
An area of land will be cleared in place a new building.	<input type="checkbox"/>	<input type="checkbox"/>	Tree Removal Application (if applicable)
A pad will be used to form a solid area for new construction.	<input type="checkbox"/>	<input type="checkbox"/>	Erosion/Sediment Application (if applicable)
My business is a chain store.	<input type="checkbox"/>	<input type="checkbox"/>	Chain Store License
<b>This is a new business (moving into pre-existing building needing renovations/repair)</b>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit
My business will serve food.	<input type="checkbox"/>	<input type="checkbox"/>	Grease trap Permit
My business does not have an occupational license.	<input type="checkbox"/>	<input type="checkbox"/>	Occupational License
My business will serve alcohol.	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol License
My business will change/install a sign.	<input type="checkbox"/>	<input type="checkbox"/>	Sign Permit
My business is a chain store.	<input type="checkbox"/>	<input type="checkbox"/>	Chain Store License
<b>This business is currently open (moving into a location and/or requiring renovations/repairs.</b>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit
My business will serve food.	<input type="checkbox"/>	<input type="checkbox"/>	Grease trap Permit
My business will change/install a sign.	<input type="checkbox"/>	<input type="checkbox"/>	Sign Permit

**CITY OF ABBEVILLE**  
**CONSTRUCTION CHECK OFF**  
NEW CONSTRUCTION/ADDITION/RENOVATIONS/MODULAR HOMES



**BEFORE BLDG PERMIT CAN BE ISSUED:**

- IF BUILT IN CORRIDOR #1, APPLICANT MUST RECEIVE APPROVAL FROM MAYOR
- IF LOCATED IN MAIN STREET/HISTORIC DISTRICT, PERMIT APPLICATION MUST RECEIVE APPROVAL FROM PLANNING & ZONING AS WELL AS HISTORIC DISTRICT COMMISSION.
- IF SERVIING FOOD/DRINKS YOU MUST SUBMIT YOUR PLANS TO VERMILION PARISH HEALTH DEPARTMENT {337-893-1438
- SEND PLANS TO STATE FIRE MARSHAL FOR APPROVAL. [https://sfm.dps.louisiana.gov/pr\\_forms.htm](https://sfm.dps.louisiana.gov/pr_forms.htm)
- REVIEW & APPROVAL OF CONSTRUCTION DRAWINGS **DRAWINGS MUST INCLUDE:**
  - Electrical Service Plan/Floor Plan
  - Plumbing Lay-out to include the following:
    - Location of sewer clean-outs (Sec. 710.2.2-710.2.4)
    - Location of Shut off valve (must be placed on property near water meter) (see Sec. 610.1)
  - Site Plan of Property (see attached site plan requirements)
  - Foundation Plan (see attached foundation plan requirements)
  - Drainage Plan
  - Landscape Application & Landscape plans
  - Tree Removal Application (if applicable)
  - Sediment/Erosion Application (if uncovering more than 43.560 square feet of land)
  - Utility Service Connections (required)
  - Roof Runoff Pattern (required)
  - Grease Trap Application (required if serving food/drinks (See LA State Plumbing Code Chapter 8 & 10)

**FOR MODULAR BUILDINGS ONLY:** Letter from manufacturer and/or builder of home, stating compliance with IRC 2009 Codes. (See Sec. 5-173 attached: Modular housing prohibited in certain districts)

**Additional Requirements for Building Permits:**

Elevation Certificate of property (required only if property is located in a designated flood zone)  
CONTACT LICENSED ENGINEER FOR LETTER OF ELEVATION. **(A final elevation certificate will be required for a Certificate of Occupancy)**

**LISTED BELOW ARE LOCAL ENGINEERS:**

LANGLINAIS, LEBLANC & ASSO	893-7643
PRIMEAUX & ASSOC	893-8397
SELLERS & ASSOC	893-2808

Copy of LA State Contractors License on contractor building said structure (LA State Licensing Board of Contractors 225-765-2301 or 1-800-256-1392)  
Culvert Permit is required if covering any ditches. (Permit Applications are available online or in the Permit Dept)

**THE FOLLOWING PERMITS MAY BE REQUIRED IF PROJECT IS LOCATED ON STATE HIGHWAY:**

LADOTD Driveway Permit and/or LADOTD Project Permit (Contact local LADOTD OFFICE AT 337-262-6100)

**BLDG PERMIT CAN BE ISSUED ONCE ABOVE IS TAKEN CARE OF.**

- SEE SEC 5-4 BLDG. PERMITS REQUIREMENTS
- SEE SEC 5-10 SEPARATION OF COMMERCIAL AND RESIDENTIAL AREAS
- SEE SEC 5-9 BOUNDARY LINE REQUIREMENTS
- SEE SEC. 5-11 TO 5-17 REGARDING DISPLAY OF ADDRESS ON BUILDING

**REQUIREMENTS FOR UTILITY CONNECTIONS:**

- Licensed electrician and/or plumber can purchase permits for electric and/or water/sewer connections online (i-WORQ with code) or by visiting the Permit Department at City Hall. CONSTRUCTION ELECTRICITY CAN BE GIVEN AFTER ELECTRICAL PERMIT IS ISSUED.
- Arrangements for inspections are to be made by calling Primeaux, Touchet's & Associates at 337-893-8397)

**INSPECTIONS REQUIRED ONCE CONSTRUCTION BEGINS: (TO BE DONE BY PRIMEAUX, TOUCHET & ASSOCIATES 337-893-8397)**

- FOUNDATION INSPECTION
- WATER SHUT OFF VALVE
- OPEN-WALL INSPECTION
- SEWER CLEAN OUT
- ROOF INSPECTION
- FINAL INSPECTION
- GREASE TRAP INSPECTION
- FIXTURE COUNT INSPECTION
- Final inspections from State Fire Marshal must be furnished to City Of Abbeville Permits Department (Call 800-256-5452 for inspection).
- Contact Health Department for inspections if selling food (893-1438) <https://ldh.la.gov/index.cfm/page/632>
- Contact Vermilion Parish School Board to register for Sales Tax (application attached to be returned to Sales Tax Office) (898-5732)
- Apply for Occupational License – payment for license is due after business has been in operation for 30 days. License fee is based on gross sales for the first 30 days of business.

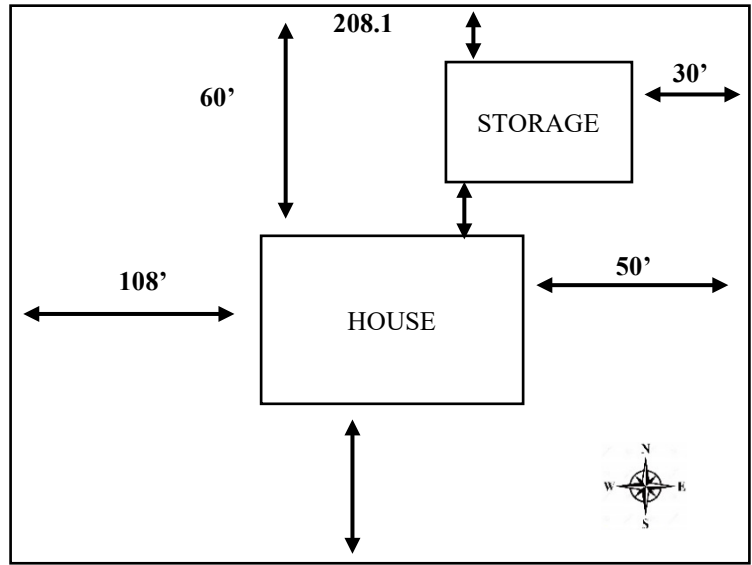
CONTACT PERMIT DEPT. AT (337)898-4212 OR 4213 FOR MORE INFORMATION

**SITE PLAN –**

- Property lines and lot dimensions
- All easements (utility, drainage, etc.) any other encumbrances
- Existing and proposed overhead utility lines
- All buildings and structures on the site and their dimensions (main building(s), storage building(s), porches/canopies, signs, fences, etc.) For additions, identify existing building(s) and addition(s)
- Parking lot and each parking space (Commercial Buildings ONLY)
- All driveways and sidewalks, showing width and location
- All required landscaping and tree, not to interfere with overhead utility lines (if required or commercial building)
- Front setback (distance from front of building to front property line) as well as side and rear setbacks
- Edge of the road shown in relation to the property line
- **NOTE:** Direction of compass in relation to site plan.

**PLEASE SEE "SITE PLAN EXAMPLE"**

**NOTE:** IN SOME CASES, ADDITIONAL INFORMATION MAY BE REQUIRED

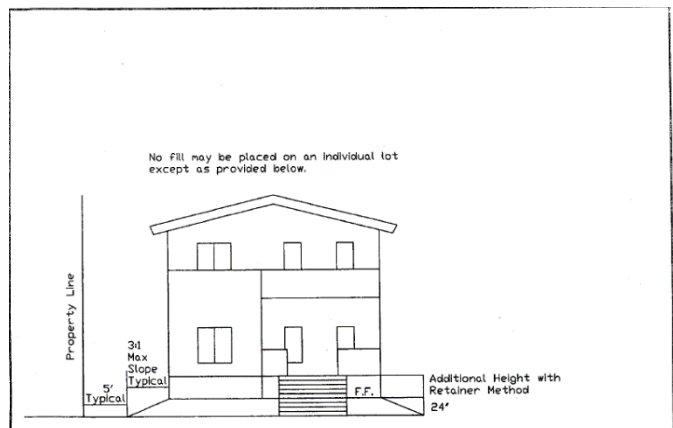


**FOUNDATION PLAN –**

- Verify setbacks (per site plan)
- What type of foundation?
- What materials used for foundation, for reinforcement (size, type, placement of materials,) NOTE: Foundation blocks used must be of solid content.
- Indicate if using electrical, plumbing, gas, etc. in foundation
- Dimensions of foundation, interior footing or pads, exterior footings or pads, depth and width, slab thickness, support walls
- Form of excavations (free of stumps, roots, or other foreign matter)
- Garage floor sloped to garage opening or approved drain
- Verification of termite treatment
- Rodent protection required
- If necessary (loose soil, sandy soil, drainage problems need soil density report or compaction test)

The following **City of Abbeville Ordinances** provide guidelines  
[https://library.municode.com/la/abbeville/codes/code\\_of\\_ordinances](https://library.municode.com/la/abbeville/codes/code_of_ordinances)

- CHAPTER 5 – ARTICLE I – SECTION 5 – 1 CODES ADOPTED
- CHAPTER 5 – ARTICLE I – SECTION 5 – 4 BUILDING PERMITS REQUIRED
- CHAPTER 5 – ARTICLE I – SECTION 5 – 8 SEPARATION BETWEEN RESIDENTIAL AND/OR COMMERCIAL PROPERTIES
- CHAPTER 5 – ARTICLE I – SECTION 5 – 9 SEPARATION OF NEW CONSTRUCTION AND DRAINAGE DITCHES
- CHAPTER 5 – ARTICLE I – SECTION 5 – 10 SEPARATION OF COMMERCIAL AND RESIDENTIAL AREAS
- CHAPTER 5 – ARTICLE I – SECTION 5 – 11 REGULATION OF STRUCTURES, GENERAL
- CHAPTER 5 – ARTICLE I – SECTION 5 – 12 ASSIGNMENTS OF MUNICIPAL ADDRESS
- CHAPTER 5 – ARTICLE I – SECTION 5 – 13 OBLIGATION TO OBTAIN MUNICIPAL ADDRESS
- CHAPTER 5 – ARTICLE I – SECTION 5 – 14 POSTING OF MUNICIPAL ADDRESS
- CHAPTER 5 – ARTICLE I – SECTION 5 – 15 FAILURE TO POST MUNICIPAL ADDRESS
- CHAPTER 5 – ARTICLE I – SECTION 5 – 16 EFFECTIVE DATE
- CHAPTER 5 – ARTICLE I – SECTION 5 – 17 PENALTIES, RIGHT OF ENTRY
- CHAPTER 5 – ARTICLE VIII – LANDSCAPING



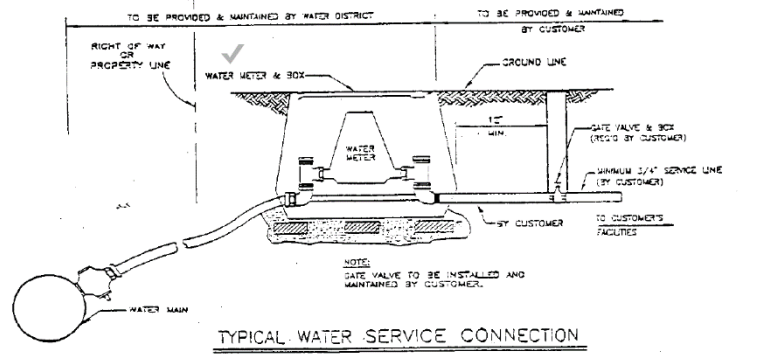
## Louisiana State Plumbing Codes

[http://www.ecodes.biz/ecodes\\_support/Free\\_Resources/louisiana/Louisiana\\_main.html](http://www.ecodes.biz/ecodes_support/Free_Resources/louisiana/Louisiana_main.html)

CHAPTER 6 – SECTION 610 – VALVES REQUIREMENTS

CHAPTER 7 – SECTION 710 – CLEAN-OUTS

IN ADDITION TO THE ABOVE, THE CITY IS REQUIRING A CLEAN-OUT TO BE INSTALLED WHICH IS EASILY ACCESSABLE BY CITY PERSONEL AT ALL TIMES. THE LOCATION OF THE CLEAN-OUT WILL BE DIRECTED BY CITY PERSONEL. CLEAN-OUT LOCATIONS SHALL BE INCLUDED ON DRAWINGS.



## National Electrical Codes

<https://www.mikeholt.com/mojonewsarchive/NEC-HTML/HTML/Article230-Services-20020219.htm>

ARTICLE 230 – SERVICES - VERTICAL CLEARANCE INFORMATION

# Licensing requirements for contractors in Louisiana

## Residential Building License

- Required for residential construction or home improvement projects exceeding \$75,000
- Financial statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Must take Business & Law exam
- Must take Residential Building exam
- Provide proof of general liability insurance with a minimum amount of \$100,000
- Provide proof of workers' compensation coverage

## Home Improvement Registration

- Required for home improvement projects with a value exceeding \$1,500 but not in excess of \$75,000
- Provide proof of general liability insurance with a minimum amount of \$100,000
- Provide proof of workers' compensation coverage

## Commercial Building License

- Required for commercial projects with a value of \$50,000 or more
- Financial statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Must take Business & Law exam
- Must take Trade exam
- Hire properly licensed subcontractors

## Subcontractor/Specialty Trade License

- Required for commercial projects with a value of \$50,000 or more
- Exceptions - Electrical/Mechanical/Plumbing require license for projects exceeding \$10,000; Asbestos, Hazardous Waste, Lead Based Paint Abatement/Removal, Underground Storage Tanks require license for projects with a value of \$1.00 or more
- Financial statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Must take Business & Law exam
- Must take Trade exam

## Mold Remediation License

- Required for mold remediation projects with a value of \$1.00 or more
- Financial statement with a minimum of \$10,000 net worth (current within 12 months of application)
- Must take Business & Law exam
- Must complete 24 hours of approved mold remediation and mold assessment training
- Must complete 4 hours of instruction in Louisiana's Unfair Trade and Consumer Protection Law
- Provide proof of general liability insurance with a minimum amount of \$50,000
- Provide proof of workers' compensation coverage



*Application forms and fee schedules are available on the LSLBC website, [www.lacontractor.org](http://www.lacontractor.org). All licenses and the registration require compliance with Contractors Licensing Law. An updated version of the Contractors Licensing Law book is available on the LSLBC website.*

FOR MORE INFORMATION ON RULES AND REGULATIONS GO TO [WWW.LSLBC.LOUISIANA.GOV](http://WWW.LSLBC.LOUISIANA.GOV)



# ATTENTION CONTRACTORS



An important message from the  
**LOUISIANA STATE LICENSING BOARD FOR CONTRACTORS**  
Residential Specialty Classifications  
Effective January 20, 2016

Licenses for six new specialty classifications are now required for those residential subcontractors who bid or perform work that exceeds \$7,500, including labor and materials, on any new single family residential home, duplex, triplex or fourplex.

***The new specialty classifications are:***

- Residential pile driving
- Residential foundations
- Residential framing
- Residential roofing
- Residential masonry/stucco
- Residential swimming pools

Contractors requesting these specialty licenses must complete an application for licensure; pass both the Business and Law, and the specialty trade exam; and provide proof of current liability and workers' compensation insurance coverage.

Subcontractors performing work under any specialty above for homeowners who are building their own home must be licensed for that specialty.

A subcontractor who works under the direct supervision of a licensed residential building contractor may obtain a subcontract-labor-only specialty classification by:

- Completing and submitting an application
- Submitting an affidavit executed by a licensed residential building contractor that attests to the subcontractor's quality of work and character
- Passing the Law, Rules and Regulations exam
- Providing proof of current liability and workers' compensation insurance

Electrical, mechanical and plumbing work in excess of \$10,000 requires a license issued by this Board.

For more information contact us at (225) 765-2301  
or visit [www.LAContractor.org](http://www.LAContractor.org)

**LOUISIANA STATE LICENSING BOARD FOR CONTRACTORS**

2525 Quail Drive • Baton Rouge, Louisiana 70808  
(225) 765-2301 or (800) 256-1392

**PUBLISHED TO INFORM AND UPDATE LOUISIANA'S CONSTRUCTION INDUSTRY**

FOR MORE INFORMATION ON RULES AND REGULATIONS GO TO [WWW.LSLBC.LOUISIANA.GOV](http://WWW.LSLBC.LOUISIANA.GOV)

State of Louisiana  
State Licensing Board for Contractors

JOHN BEL EDWARDS  
Governor



MICHAEL B. MCDUFF  
Executive Director

September 1, 2020

Good morning,

We would like to help you in protecting our citizens from unlicensed contractors when repairing or rebuilding their damaged property from Hurricane Laura.

In the aftermath of Hurricane Laura and the devastation that large portions of the state suffered, the Louisiana Licensing Board for Contractors has received many inquiries. We would like to share information with all of you below to help protect those affected and allow you to continue to issue permits efficiently.

***There is no plan to suspend license requirements for those repairing or rebuilding residential or commercial structures. License requirements remain the same and in effect.***

- A license is always required for renovation or repair work that exceeds \$7500 in value, to include labor and all materials. A contractor holding a Home Improvement Registration or a commercial license (excluding any of the labor only classifications) may perform this work if the project value remains under \$75,000 in value, including labor and materials.
- Residential renovations or repairs that exceed \$75,000 in value to include labor and materials may only be performed by a contractor holding a Residential Building Contractor license.
- New residential construction valued over \$75,000 in value to include labor and materials may only be performed by a contractor holding a Residential Building Contractor license.
- Electrical, mechanical, or plumbing projects that exceed \$10,000 in value to include labor and all materials require licensure.
- Mold remediation and hazardous material projects requires a license if the project value is over \$1,000.
- Commercial projects require licensure if the value of the project is over \$50,000 including labor and all materials.

Our website, [www.lslbc.louisiana.gov](http://www.lslbc.louisiana.gov) provides information regarding all aspects of licensing law. The link below directs you to a real time list of all licensed contractors in Louisiana:

<http://www.lslbc.louisiana.gov/contractor-search/>

Also, a free app is available that provides the ability to verify licensure. It is available for both android and apple products. It can be located by searching for "LA Contractor".

Our regional Investigators will be visiting your offices soon and would like to leave some informational material with you for distribution to the public. If you have any questions please free to ask them at any time, or contact us at the main office in Baton Rouge.

Our Investigators will also be visiting heavily impacted areas soon and distributing informational handouts to those citizens in impacted areas. If they can assist in any way please let us know.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brad Hassert".

Brad Hassert  
Compliance Director  
225.765.2301 ext. 1248  
985.768.1111 cell  
[bhassert@lacontractor.org](mailto:bhassert@lacontractor.org)

600 North Street, Baton Rouge, Louisiana 70802-5419 • (225) 765-2301 • Fax (225) 381-0682  
[www.lslbc.louisiana.gov](http://www.lslbc.louisiana.gov)

**State of Louisiana**  
STATE LICENSING BOARD FOR CONTRACTORS



**JEFF LANDRY**  
GOVERNOR

**BRAD HASSERT**  
EXECUTIVE DIRECTOR

June 26, 2024

To: Licensed Contractors

From: Brad Hassert, Executive Director

Re: Act 178 of 2024

Pursuant to Act 178 of the 2024 Legislative session and effective August 1, 2024, a Home Improvement Registrant will no longer be able to perform structural work on an existing structure, nor be able to build an outbuilding. Home Improvement Registrants may still perform roofing work within the dollar limits, excluding structural modifications or repairs.

Further, the contract value for a Home Improvement Registrant will be capped at \$50,000. Note that this includes labor and materials.

To obtain a Residential Construction license, please make application at the following link:  
<https://arlspublic.lslbc.louisiana.gov/LSLBCApplication>.

Effective August 1, Residential Construction license holders performing home improvement work will no longer be required to subcontract to Home Improvement Registrants or Residential Construction licensees so long as those subcontractors are in direct contract with the Residential Construction licensee acting as the general or prime contractor. Electrical, Mechanical, Plumbing, Mold, Asbestos, and Hazardous Materials subcontractors will still be required to have their own license.

All performing home improvement work, to include contractor/subcontractor relationships, are required to maintain a written contractual agreement.

Should you have any questions regarding any of this information, feel free to contact us.



**AFFIDAVIT CLAIMING EXEMPTION FROM LICENSURE**

The undersigned does hereby attest and certify that the following information is true and correct:

I am applying for a building permit from the Parish/City/Town of \_\_\_\_\_ for proposed construction activities to be performed at that certain parcel of immovable property bearing the municipal address of \_\_\_\_\_.

I understand that Louisiana R.S. 37:2150-2165, requires that, for this proposed construction activity, the work must be performed by a person possessing a contractor’s license or registration issued by the State Licensing Board for Contractors. However, I claim to be exempt from the requirement of having this work performed by a licensed or registered contractor based on the following exemption (place an X next to the exemption that you claim to be applicable):

**NEW CONSTRUCTION:**

I will serve as the general contractor for the construction of my new home, will maintain the house as my personal residence following the issuance of the Certificate of Occupancy, and:

- I have not built another house within the past year.
- I have had a legal change in marital status within the past year.
- I have had a change in employment such that the distance between my former home and new place of employment is at least fifty (50) miles.

**HOME IMPROVEMENT:**

I will serve as the general contractor for home improvements to my existing residence, and/or to structures adjacent to my residence.

**I understand that this exemption does not apply to any subcontractors who are subject to licensing requirements as described in La. R.S. 37:2150-2165.**

**General Information:**

By signing this form, the homeowner affirms that they are pulling the permit for this project as the contractor. They affirm that they will personally reside in the home following the issuance of the certificate of occupancy for this home. They further acknowledge that they will not be allowed to obtain a permit for the construction or renovation of another residence within one year from the issuance of the certificate of occupancy unless their legal marital status or employment has changed as outlined above, within that year. **They acknowledge that they will undertake and superintend the construction project and that they will be prohibited from hiring an unlicensed subcontractor to superintend, manage, provide advice, or otherwise act as a contractor for this project.** It is recommended that the homeowner obtain builder’s risk, worker’s compensation, and liability insurance for this project, in order to be adequately protected in the event of an accident or other claim.

The warranty provisions of the New Home Warranty Act is found in Louisiana Revised Statutes 9:3141-3150. The specific provisions of the New Home Warranty Act may be reviewed at:

[http://www.lslbc.louisiana.gov/wp-content/uploads/New\\_Home\\_Warranty\\_Act.pdf](http://www.lslbc.louisiana.gov/wp-content/uploads/New_Home_Warranty_Act.pdf).

The entire Contractor’s Licensing Law, applicable Rules and Regulations, a list of Licensed Contractors, and other information may be found on the Louisiana State Licensing Board for Contractors website, at [www.lslbc.louisiana.gov](http://www.lslbc.louisiana.gov).

Falsification or misrepresentation of this document may leave the homeowner without recourse through the Louisiana State Licensing Board for Contractors should a dispute arise during the construction of the aforementioned project.

**I further understand that the intentional act of submitting false information to a public agency may constitute a violation of applicable provisions in the Louisiana Criminal Code, subjecting the person making the false statement to imprisonment up to five (5) years, a fine up to \$5,000.00, and/or restitution to the state including legal interest.**

*La. R.S. 14:133.*

This is a legally binding document and homeowners should consult with an attorney prior to signing should any questions arise.

Sworn to and subscribed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name of Homeowner

\_\_\_\_\_  
Name and Notary/Bar#

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Notary Signature

**CITY OF ABBEVILLE  
EROSION/SEDIMENT CONTROL PLAN  
APPLICATION**



OWNER OR DEVELOPERS NAME: \_\_\_\_\_

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

CONSULTING FIRM'S NAME: \_\_\_\_\_

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

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

EROSION & SEDIMENT CONTROL PLAN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FILING FEE: **\$50.00**

I, the undersigned, hereby certify that the submitted Erosion & Sediment Control Plan does comply with the City of Abbeville's Ordinance (Sec. 15-200 thru 15-218)

**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.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**I have read and agree with the statements above.**

## WHAT IS THE STORMWATER POLLUTION PREVENTION PLAN TEMPLATE?

The Storm water Pollution Prevention Plan (SWPPP) Template is designed to help operators construction sites develop a streamlined SWPPP that meets the minimum requirements of EPA's Construction General Permit (CGP). This simplified template does not change, relax, or modify any existing conditions in the CGP, including the requirement to submit a Notice of Intent (NOI) for permit coverage.

## HOW DOES IT WORK?

Think of the SWPPP Template as a 1040EZ tax form for small construction sites. All of the same requirements apply, but compliance options are focused on only those controls that apply to small residential lot construction, and they are presented in a simplified, user-friendly format. The SWPPP Template streamlines SWPPP development by providing a simplified menu of erosion and sediment control and pollution prevention practices that operators can select from to complete a SWPPP consistent with the minimum requirements in the CGP.

**Easy to Use BMP Menu** The SWPPP Template provides operators with a walk-through menu of typical erosion and sediment control and pollution prevention practices (i.e., Best Management Practices or BMPs) appropriate for construction sites.

**Illustrated Appendix with Pull-Out BMP Spec Sheets** Clear, step-by-step BMP spec sheets for each practice you choose are provided in an illustrated appendix that you may edit based on your site-specific conditions.

TO ACCESS EPA'S STREAMLINED SWPPP TEMPLATE VISIT THE WEBSITE BELOW.

<https://www.epa.gov/npdes/stormwater-discharges-construction-activities>

## WHO NEEDS TO SEEK COVERAGE UNDER THE EPA CGP?

Stormwater discharges from construction activities that disturb one or more acres, or smaller sites disturbing less than one acre that are part of a common plan of development or sale, are regulated under the National Pollutant Discharge Elimination System (NPDES) stormwater permitting program. Prior to the start of construction, construction operators must obtain coverage under an NPDES permit, which is administered either by the state (if it is authorized to operate the NPDES program) or EPA. Where EPA is the permitting authority, operators may seek coverage under the EPA CGP. The CGP requires operators of construction sites to meet effluent limits (i.e., through the implementation of erosion and sediment controls) and requires operators to develop a SWPPP detailing erosion and sediment controls and pollution prevention measures that will be implemented to meet the requirements of the CGP.

## DOES MY PROJECT QUALIFY FOR SWPPP TEMPLATE?

Your site must meet the following criteria:

- Projects must disturb less than one acre of land
- Projects must be located outside of sensitive areas (endangered species, wetlands, historic preservation etc)
- Projects must not cause disturbance within 50 ft of a water of the U.S.
- Projects must not require the use of chemical treatment for stormwater
- Project must not disturb steep slopes



# STORMWATER POLLUTION PREVENTION

## RESIDENTIAL AND COMMERCIAL CONSTRUCTION

CITY OF ABBEVILLE  
101 N STATE STREET  
ABBEVILLE, LA 70510  
337-893-8550

[www.cityofabbeville.net](http://www.cityofabbeville.net)

# 10 Steps to Stormwater Pollution Prevention

**(1) Protect Any Areas Reserved for Vegetation or Infiltration and Preserve Existing Trees** If you will be installing infiltration-based features such as rain gardens or bioswales, make sure these areas are designated as off limits to avoid compaction.

**(2) Stockpile Your Soil** EPA's CGP requires operators to preserve native topsoil on site unless infeasible and protect all soil storage piles from run-on and runoff. For smaller stockpiles, covering the entire pile with a tarp may be sufficient.

**(3) Protect Construction Materials from Run-On and Runoff** At the end of every workday and during precipitation events, provide cover for materials that could leach pollutants.

**(4) Designate Waste Disposal Areas** Clearly identify separate waste disposal areas on site for hazardous waste, construction waste, and domestic waste by designating with signage, and protect from run-on and runoff.

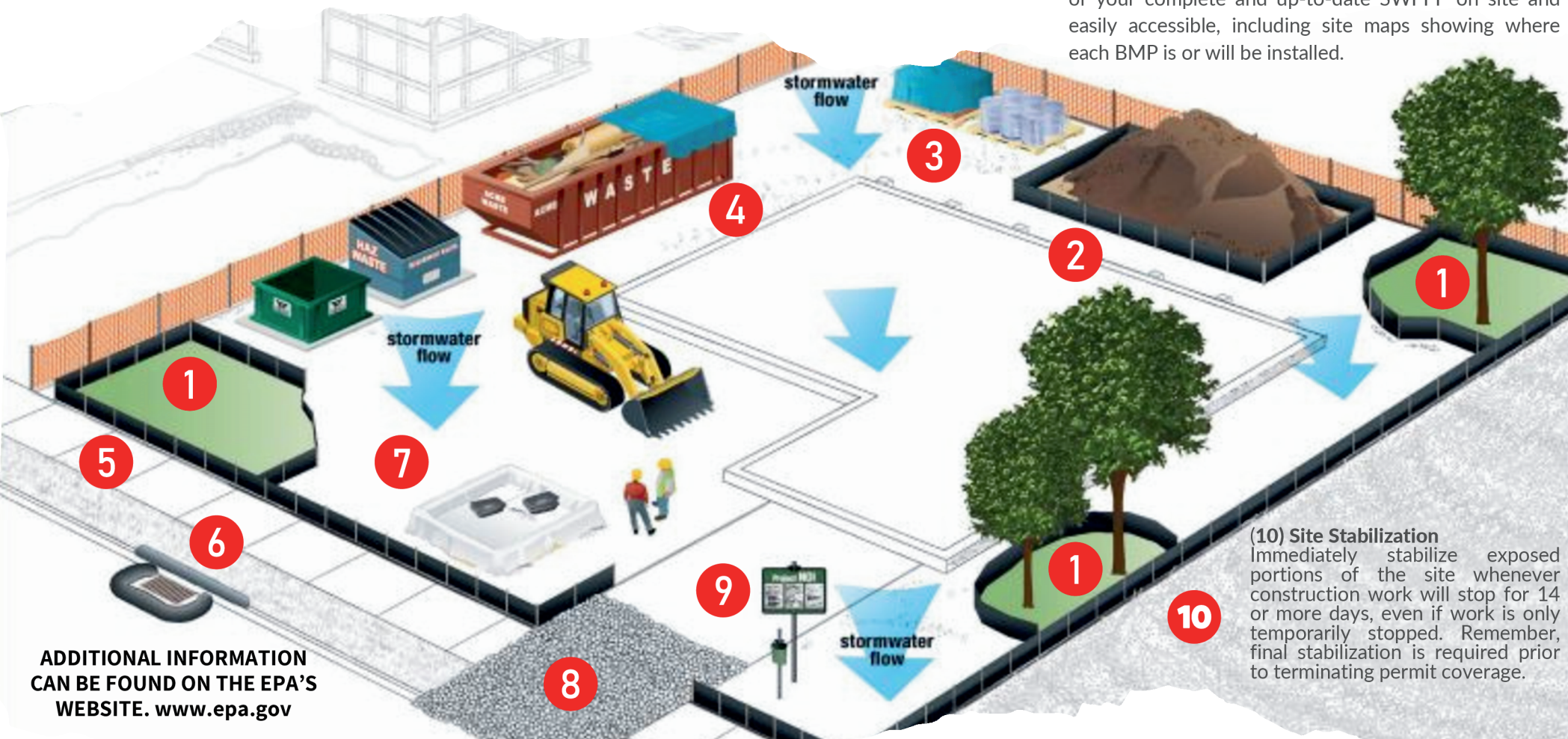
**(5) Install Perimeter Controls on Downhill Lot Line** Install perimeter controls such as sediment filter logs or silt fences around the downhill boundaries of your site.

**(6) Install Inlet Controls** Sediment control logs, gravel barriers, and sand or rock bags are options for effective inlet controls. Make sure to remove accumulated sediment whenever it has reached halfway up the control.

**(7) Install a Concrete/Stucco Washout Basin** Designate a leak-proof basin lined with plastic for washing out used concrete and stucco containers. Never wash excess stucco or concrete residue down a storm drain or into a stream!

**(8) Maintain a Stabilized Exit Pad** Minimize sediment track-out from vehicles exiting your site by maintaining an exit pad made of crushed rock spread over geotextile fabric. If sediment track-out occurs, remove deposited sediment by the end of the same work day.

**(9) Post Your NOI and Keep an Up-to-Date Copy of Your SWPPP on Site** Post a sign or other notice of your permit coverage, including your NPDES tracking number and site contact information. Also, keep a copy of your complete and up-to-date SWPPP on site and easily accessible, including site maps showing where each BMP is or will be installed.



**(10) Site Stabilization** Immediately stabilize exposed portions of the site whenever construction work will stop for 14 or more days, even if work is only temporarily stopped. Remember, final stabilization is required prior to terminating permit coverage.

ADDITIONAL INFORMATION  
CAN BE FOUND ON THE EPA'S  
WEBSITE. [www.epa.gov](http://www.epa.gov)

# CITY OF ABBEVILLE LANDSCAPING APPLICATION



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

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

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

Address of Landscaping: \_\_\_\_\_

Attach Landscape Design Plan (must include):

- Locations & dimensions of proposed landscaping strips adjacent to public right of way, including a description and location of the trees and plant materials to be placed within the landscaping strips
- Locations and dimensions of the proposed landscaped areas within a parking area, including a description and location of the trees and plant materials to be placed within the landscaped areas.
- Location and calipers of existing health trees to be retained and counted as part of the landscaping requirements.
- An explanation of how existing healthy trees, which are proposed to be retained, will be protected from damage during construction; and a presentation of how existing trees will be integrated into the proposed landscape design.
- A representation of the method used to comply with intersection visibility requirements.
- Trees are prohibited within utility easements.
- Minimum clearances/separation distances measured horizontally from trees to overhead utility lines shall be
  - Class A Trees - 30 ft
  - Class B Trees – 15 ft

**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.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

I have read and agree with the statements above.

# CITY OF ABBEVILLE TREE REMOVAL APPLICATION



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

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

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

Options for tree preservation:

- Preservation of existing trees
- Planting of new trees
- Payment into tree mitigation fund

Location of Tree to be removed \_\_\_\_\_

Number of trees to be removed: \_\_\_\_\_

Type of tree/trees to be removed: \_\_\_\_\_

Number of replacement tree/trees: \_\_\_\_\_

Size of replacement tree trees: \_\_\_\_\_

Type of replacement tree/trees: \_\_\_\_\_

Location of replacement tree/trees: \_\_\_\_\_

## 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.

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

I have read and agree with the statements above.

● **ARTICLE VII. – TREES [5]**

Footnotes:

--- (5) ---

Editor's note— Ord. No. 13-03, adopted Apr. 2, 2013, repealed §§ 5-201—5-212 of the former art. VII, leaving § 5-200 unaffected, and enacted new §§ 5-201—5-218 as set out herein. The former art. VII pertained to similar subject matter and derived from Ord. No. 95-24, adopted Sept. 19, 1995.

● **Sec. 5-200. - Definitions.**

The following definitions shall apply to this article:

**Park trees:** Trees, shrubs, bushes, and all other woody vegetation in public parks having individual names and all areas owned by the city, or to which the public has free access as a park, including sidewalks, alleys and alleyways, or any tree planted in the ground by the city.

**Street trees:** Trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the corporate limits of the City of Abbeville.

(Ord. No. 95-24, 9-19-95; Ord. No. 09-08, 8-18-09)

● **Sec. 5-201. - Applicability.**

(a) Generally. Unless specifically exempted below, the tree preservation requirements of this section apply to:

- (1) The subdivision of any tract two (2) acres or greater;
- (2) The development or redevelopment of any commercial site ten thousand (10,000) square feet in size or larger; and
- (3) Any heritage tree described in section 5-203.

(b) Exemptions.

- (1) Exempt activities.
  - a. Lands used for agricultural purposes.
  - b. The clearing of understory trees and shrubs necessary to perform boundary surveying or to conduct tree surveys or inventories.
  - c. Buildings and uses lawfully existing as of the effective date of this section may be renovated or repaired without providing additional tree conservation and heritage tree preservation, provided there is no change in use of existing floor area, or an increase of less than twenty (20) percent or two thousand (2,000) square feet in expansion or the addition of accessory buildings or structures.
- (2) Exempt trees.
  - a. Any heritage tree or areas of tree canopy determined by the city to be diseased, dying, or dead.
  - b. Any heritage tree or areas of tree canopy determined to be causing a danger or be in hazardous condition as a result of a natural event such as hurricane, tornado, storm, flood or other natural event that endangers the public health, welfare or safety and requires immediate removal.
  - c. Any heritage trees or areas of tree canopy within twenty (20) feet of a residential building.
  - d. Trees or areas of tree canopy that interfere with the clear sight distance for roadways as determined by the city engineer.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-202. - Tree preservation generally.**

- (a) The tree preservation requirements of this section address heritage tree preservation.
- (b) Once the minimum tree preservation requirements have been determined for a site, the applicant may comply with the requirements through one (1) or a combination of the following methods:
  - (1) Preservation of existing trees;
  - (2) Planting of new trees; or
  - (3) Payment into a tree mitigation fund.
- (c) For the purposes of this section, projects with multiple lots or sites developed under a common development plan may be considered a single site.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-203. - Heritage tree preservation.**

- (a) Heritage trees generally. A heritage tree is any tree or group of trees with the following characteristics:
  - (1) Any live oak, southern magnolia, or bald cypress with a DBH of twenty (20) inches or more; or

- (2) Any tree or group of trees specifically designated by the city council, after recommendation by the city tree board, for protection because of its historical significance, special character or community benefit; [or]
  - (3) Any additional tree designated on the city's heritage tree list as approved by the city council and maintained by the city tree board.
- (b) Heritage tree removal.
- (1) The removal of any heritage tree is prohibited unless the city tree board issues a tree removal permit.
  - (2) The applicant for a tree removal permit must submit a heritage tree mitigation plan including, but not limited to, the following information:
    - a. Location and type of tree to be removed;
    - b. Number, size and type of replacement trees;
    - c. Location of replacement trees;
    - d. Whether the applicant will pay into to the tree mitigation fund.
  - (3) In the case of emergency, when a heritage tree is hazardous or dangerous to life or property, it may be removed without a tree removal permit.
- (c) Heritage tree mitigation. Mitigation of the removal of a heritage tree may occur in one (1) of the following ways:
- (1) On-site replacement. When an applicant is proposing to mitigate the removal of a Heritage Tree with on-site replacement, the following standards apply:
    - a. Replacement tree criteria.
      - i. Each Heritage Tree must be replaced at a ratio of 3:1 replacement tree DBH to heritage tree DBH.
      - ii. The replacement trees must be a minimum of two (2) inches DBH at the time of planting.
    - (2) Payment to tree mitigation fund.
      - a. When heritage tree replacement is infeasible, the applicant may request that the city tree board allow a payment-in-lieu of tree replacement to the tree mitigation fund.
      - b. The request for payment-in-lieu of tree replacement must be presented to the city tree board for review and recommendations approval or denial.
      - c. The city tree board may approve or deny an application for a payment-in-lieu of tree replacement to the tree mitigation fund as provided in section 5-210, Tree mitigation fund.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-204. - Planting in clear sight distance.**

- (a) A clear sight distance must be established at the intersection of a driveway and a street and on all corner lots (the intersection of two (2) streets) as required by the city engineer in accordance with prevailing sight triangle requirements.
- (b) All established street trees interfering with the clear sight distance must be maintained by the abutting property owner and must be kept free of foliage for seven (7) feet measured up from the base of the tree. Shrubs within the clear sight distance area may not exceed thirty (30) inches in height, with the actual height to be determined by the city engineer.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-205. - Plant protection.**

- (a) Tree protection during construction.
  - (1) Existing trees remain[ing] on the site must be [protected] from vehicular movement and material storage over their root spaces during construction. An undisturbed area with a porous surface must be reserved below the drip line of each tree or group of trees.
  - (2) Trees designated for protection must be completely enclosed by a temporary fence. Fencing must be in place prior to any clearing or site work. Fencing must remain in place until all construction has been completed.
- (b) Root protection zone.
  - (1) A root protection zone, defined by an average radius extending outward from the trunk of the tree a distance of one (1) linear foot for each inch (DBH), must be established around the trunk of each tree preserved or planted.
  - (2) No cutting, filling, trenching, root disturbance, soil disturbance, or construction impacts may occur closer to the trunk than one-half (½)

the root protection zone radius. In parking areas where approved alternative materials and methods are used, construction may be as close as five (5) feet from the root flares on one (1) side of the tree.

- (3) The root protection zone may be shifted and clustered as long as there is no construction closer to the trunk than one-half (½) the root protection zone radius. The construction of sidewalks is allowed in the root protection zone, as long as excavation does not exceed three (3) inches.
- (4) The area contained within a root protection zone required under this subsection must be left in a previous condition after construction and development are completed unless approved alternative construction methods are used.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-206. - Administrator.**

The administrator of this article shall be the mayor or other official as designated by the mayor.

- (a) General authority. The administrator is responsible for:
  - (1) The implementation and administration of this article;
  - (2) Maintaining written records of all actions taken under this article; and
  - (3) Making interpretations of this article.
- (b) Review authority. The administrator is responsible for review and recommendations regarding:
  - (1) The tree mitigation fund;
  - (2) Heritage-free removal permit.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-207. - Creation and establishment of a city tree board.**

The city tree board is hereby created and established for the City of Abbeville. The planning commission shall serve as the city tree board.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-208. - Compensation.**

Members of the city tree board shall serve without compensation.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-209. - Duties and responsibilities.**

- (a) General authority. The city tree board is established to oversee the care, preservation, removal and planting of trees, shrubs, and grasses in accordance with this article.
- (b) Authority for final action. The city tree board is responsible for final action regarding:
  - (1) The tree mitigation fund;
  - (2) Tree species list;
  - (3) Tree maintenance; and
  - (4) Heritage tree removal permit.
- (c) Review authority. The city tree board is responsible for review and recommendations regarding the acceptance of payment-in-lieu of heritage tree preservation requirements.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-210. - Tree mitigation fund.**

- (a) Fund established. The mayor is hereby directed to establish a dedicated account to be entitled the tree mitigation fund.
- (b) Fund administration and management.
  - (1) The tree mitigation fund is to be administered by the city tree board with the authority of the city council.
  - (2) The record keeping, and day-to-day management of the tree mitigation fund is the responsibility of the administrator.
- (c) Use of funds. The funds collected from mitigation fees may only be used by the city to pay for the planting, pruning, and general maintenance of trees. Generated funds may be used by the city for trees on public or private property.
- (d) Funds to be kept separate. The balance of the tree mitigation fund must be recorded and accounted for in a manner that distinguishes them from other general funds and must be disbursed in a manner consistent with the purposes for which the fund has been established.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-211. - Tree species to be planted.**

The city tree board will develop a list of desirable trees for planting.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-212. - Distance from curb and sidewalks.**

The distance trees may be planted from curbs or curb lines and sidewalks will be in accordance with previously passed ordinances adopted by the city council.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-213. - Utilities and fireplugs.**

No street trees may be planted under any overhead utility wire or within ten (10) feet of any fireplug.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-214. - Public tree care.**

- (a) The city shall have the right to plant, prune, maintain or remove trees, plants, and shrubs within the lines of all streets, alleys, avenues, lanes, squares, and public grounds, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.
- (b) The city tree board may recommend to the city council to remove or cause or order to be removed any tree or part thereof which is in an unsafe condition or which may by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect, or other pest. This section does not prohibit the planting of street trees by adjacent property owners, providing that the selection and location of said trees is in accordance with all of the ordinances previously adopted by the city council.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-215. - Tree topping.**

It shall be unlawful as a normal practice for any person, firm, or city department to top any street tree, park tree, or other tree on public property. "Topping" is defined as the severe cutting back of limbs to stubs larger than three (3) inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical, may be exempted from this article at the determination of the city council or the mayor.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-216. - Pruning; corner clearance.**

- (a) Every owner of a tree overhanging any street or right-of-way within the city should prune the branches so that such branches shall not severely obstruct the light from any streetlamp or obstruct the view of any street intersection. Said owners shall remove all dead, diseased, or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The city shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a streetlight or interferes with visibility of any traffic control device or sign or sight triangle at intersections. Tree limbs that grow near utility rights-of-way may be trimmed or pruned by the city or any public utility company in compliance with any applicable franchise agreements.
- (b) All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-217. - Interference with city tree board.**

It shall be unlawful for any person to prevent delay or interfere with the city tree board and any of its agents while engaging in and about the planting, cultivating, mulching, pruning, spraying, or removing of any street trees, park trees, or tree on public grounds, as authorized in this article.

(Ord. No. 13-03, 4-2-13)

● **Sec. 5-218. - Review by city council.**

The city council shall have the right to review the conduct, acts, and decisions of the city tree board. Any person may appeal from any ruling or order of the city tree board to the city council, who may hear the matter and make final decisions.

(Ord. No. 13-03, 4-2-13)



**CITY OF ABBEVILLE  
OCCUPATIONAL LICENSE  
APPLICATION (PRINT OR TYPE 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     
  Food Truck     
  Itinerant     
  Door to Door  
 Restaurant     
  Bed and Breakfast     
  Gaming Rental (pool table, foosball, ect)

Type of ownership (check appropriate box):

- Individual     
  Partnership     
  INC     
  Corporation     
  LLC     
  Non-Profit/

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

\_\_\_\_\_

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

Is your business located in the City of Abbeville?     Yes     No

\_\_\_\_\_  
Owners Signature

**Electronic Signature Agreement**

I understand and agree that my application will be signed electronically when I 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.

I have read and agree with the statements above.

**OFFICE USE ONLY**

No. Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_

If business has changed hands, show former

Trade Name: \_\_\_\_\_

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

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

#### **Store Front Business**

- City Fire Marshal Inspection (occupancy remains same) (Jude Mire 337-898-4259)
- State Fire Marshall Inspection (occupancy changes or renovations) (800-554-0006) [http://sfm.dps.louisiana.gov/pr\\_forms.htm](http://sfm.dps.louisiana.gov/pr_forms.htm)
- Electrical Inspection
- Sign Permit Application/Drawings
- Sales Tax Certificate (VPSB 337-898-5732)
- Secretary of State Certificate
- City of Abbeville Occupational License Application
- Set up utility account with utility department in company name
- Complete Chain Store Documentation (if own multiple locations)

#### **Non-Store Front Business (Cyber Store)**

- Sales Tax Certificate (VPSB 337-898-5732)
- Secretary of State Certificate
- City of Abbeville Occupational License Application

#### **Store Front Serving Food/Beer/Alcohol**

- City Fire Marshal Inspection (occupancy remains same) (Jude Mire 337-898-4259)
- State Fire Marshall Inspection (occupancy changes or renovations) (800-554-0006) [http://sfm.dps.louisiana.gov/pr\\_forms.htm](http://sfm.dps.louisiana.gov/pr_forms.htm)
- Health Inspection (337-898-1438) New businesses - <https://ldh.la.gov/index.cfm/page/632>
- Electrical Inspection
- Sign Permit Application/Drawings
- Grease Trap Drawings/Application
- Layout Restroom/Fixtures Drawings
- Sales Tax Certificate (VPSB 337-898-5732)
- Secretary of State Certificate
- Liquor License Application/Documentation (if serving liquor or beer)
- City of Abbeville Occupational License Application
- Set up utility account with utility department in company name
- Complete Chain Store Documentation (if own multiple locations)

#### **Non-Profit Organization**

- City Fire Marshal Inspection (occupancy remains same) (Jude Mire 337-898-4259)
- State Fire Marshall Inspection (occupancy changes or renovations) (800-554-0006)
- Electrical Inspection
- Secretary of State Certificate
- Proof of Non-Profit Status
- City of Abbeville Occupational License Application
- Set up utility account with utility department in company name

#### **Food Truck/Itinerant/Door-to Door**

- Food Truck Packet
- Itinerant Packet
- Door-to-Door Packet
- City of Abbeville Occupational License Application

#### **Bed and Breakfast**

- City Fire Marshal Inspection (occupancy remains same) (Jude Mire 337-898-4259) and State Fire Marshall Inspection (occupancy changes or renovations) (800-554-0006) [http://sfm.dps.louisiana.gov/pr\\_forms.htm](http://sfm.dps.louisiana.gov/pr_forms.htm)
- Electrical Inspection
- Sign Permit Application/Drawings (if adding signage)
- Sales Tax Certificate (VPSB 337-898-5732)
- Secretary of State Certificate
- City of Abbeville Occupational License Application
- Set up utility account with utility department in company name



**CITY OF ABBEVILLE**  
**NEW BUSINESS ELECTRICAL INSPECTION(PRINT ONLY)**

Name of Business: \_\_\_\_\_ Location of Business: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_ Property Owner's Name \_\_\_\_\_

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

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

Is master switch accessible?  Yes  No Condition: \_\_\_\_\_

Number of circuits serving occupancy: \_\_\_\_\_ Are circuits overloaded?  Yes  No

Are circuits properly protected?  Yes  No Type of protection: \_\_\_\_\_

Are conductor's proper size?  Yes  No

Are all conductor joints in accordance with the National Electric Code?  Yes  No

Are all outlets and receptacles properly protected?  Yes  No Is installation and appliances properly grounded?  Yes  No

Do electrical installations comply with National Electric Code, Local Codes & the City of Abbeville's Codes, Rules & Regulations?  Yes  No LIST

**NONCOMPLANCES IN THE AREA PROVIDED AND/OR THE BACK OF THIS CERTIFICATE:**

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

**NOTE: R.S. 40:1561, Chapter 7, Article 160, Electrical wiring and devices: All electrical wiring and devices installed in any structure, watercraft or movable shall be installed in accordance with best practice. Compliance with the latest edition of the National Electrical Code constitutes compliance with this section.**

**NOTE: INSPECTION CAN ONLY BE SUBMITTED TO THE CITY OF ABBEVILLE BY A LICENSED ELECTRICIAN.**

**CERTIFICATION BY:**

\_\_\_\_\_  
Signature of Licensed Electrician Date

Electrician Address: \_\_\_\_\_

License Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CITY OF ABBEVILLE  
SIGN/BILLBOARD PERMIT APPLICATION**



Application is hereby made for a building permit in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all City and State Laws and Ordinances and which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit.

APPLICANT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
APPLICANT ADDRESS: \_\_\_\_\_ CELL #: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER AS SHOWN ON DEED:**

FULL NAME: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_  
OWNER MAILING ADDRESS: \_\_\_\_\_  
LOT NO: \_\_\_\_\_ BLOCK 3: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_  
LIST ANY STRUCTURES ON THIS TRACT: \_\_\_\_\_

**APPLICATION FOR:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> New Sign               | <input type="checkbox"/> Alteration of Existing Sign | <input type="checkbox"/> Expansion of Sign |
| <input type="checkbox"/> Reconstruction of Sign | <input type="checkbox"/> Relocation of Sign          | <input type="checkbox"/> Billboard         |

ADDRESS OF SIGN/BILLBOARD: \_\_\_\_\_

COST OF SIGNAGE: \$ \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_

DIMENSIONS OF SIGN/BILLBOARD: \_\_\_\_\_ HEIGHT OF SIGN/BILLBOARD: \_\_\_\_\_

MATERIALS USED TO CONSTRUCT SIGN: \_\_\_\_\_

INDICATE COLOR: (Attach Graphic Illustration) \_\_\_\_\_

**IF LIGHTED SIGN INDICATE WHAT SOURCE:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Incandescent filament bulb | <input type="checkbox"/> Electric discharge bulb | <input type="checkbox"/> Neon tube and fluorescent tube |
|---|--|---|

**TYPE OF SIGN:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Arcade sign                | <input type="checkbox"/> Flat mounted Sign         | <input type="checkbox"/> Programmable Electric Sign |
| <input type="checkbox"/> Architectural Sign         | <input type="checkbox"/> Free Standing Sign        | <input type="checkbox"/> Projecting sign            |
| <input type="checkbox"/> Architectural Sign Cluster | <input type="checkbox"/> Historic Sign             | <input type="checkbox"/> Temporary sign             |
| <input type="checkbox"/> Attached Sign              | <input type="checkbox"/> Inflatable sign (Balloon) | <input type="checkbox"/> Time & Temperature Sign    |
| <input type="checkbox"/> Awning Sign                | <input type="checkbox"/> Landmark Sign             | <input type="checkbox"/> Vertical Banner Sign       |
| <input type="checkbox"/> Banner sign                | <input type="checkbox"/> Light Box Sign            | <input type="checkbox"/> Window Sign                |
| <input type="checkbox"/> Cable-hung banner          | <input type="checkbox"/> Marquee                   |   |
| <input type="checkbox"/> Canopy Sign                | <input type="checkbox"/> Monument sign             |   |
| <input type="checkbox"/> Fin Sign                   | <input type="checkbox"/> Mural                     |   |

**BILLBOARDS:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Double faced, Back-to-Back V type | <input type="checkbox"/> Illuminated Billboard | <input type="checkbox"/> Rotating message Billboard |
|--|--|---|

Please provide the street side linear footage of the lot on which the building is located: \_\_\_\_\_

**ATTACHED SIGNS ONLY:** Please provide the linear footage of frontage of building where sign will be attached: \_\_\_\_\_

**REQUIREMENTS FOR SIGN/BILLBOARD PERMIT**

- Complete Application with Permit Department
- Submit plans, drawn to scale with dimensions, including the following:
  - o Details indicating proposed sign area, dimensions, colors, materials, graphic illustration and methods of illumination and attachment.
- A site plan indication of the location of all existing and proposed signs.
- Building elevations with the proposed sign depicted.
- Photographs of the proposed sign location and the existing signs.
- Pay for permit once sign application has been approved.

**Billboards or signs with foundation and/or site requirements are subject to review by the City’s Building Code Enforcement Office with Administrative Fees charged to cover to review.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the above proposed work will be complied with whether specified herein or not. The granting of a permit does not give authority to violate or cancel the provisions of any other statement, local, or state law regulating construction or the performance of construction.

**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.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

I have read and agree with the statements above.

The following City of Abbeville Ordinances provide guidelines and explanations for sign requirements.

[https://library.municode.com/la/abbeville/codes/code\\_of\\_ordinances](https://library.municode.com/la/abbeville/codes/code_of_ordinances)

**PART II - CHAPTER 5 - ARTICLE IX – SIGNS**

**PART II - CHAPTER 5 - ARTICLE X – BILLBOARDS**



# Abbeville Fire Department

210 W. Vermilion St.

Phone- 337.898.4259    Abbeville La. 70510    Fax-337.898.4271

Chief Ernest Jude Mire

[firechief@cityofabbeville.net](mailto:firechief@cityofabbeville.net)

## BUILDING INSPECTIONS BY THE ABBEVILLE FIRE DEPARTMENT

- 1    Exit signs must be placed at all exits. All exit signs must be lighted.
- 2    Fire Extinguishers are to be placed at one exit if the exits are not further than 75 feet apart. They must be 4 inches from the floor and not higher than 5 feet. A forty pound extinguisher must not be higher than 36 inches from the floor because of weight and as close to the exit as possible.
- 3    The new business form must be filled out and turned in along with a diagram or drawing of the building to the Fire Chief when he does the inspection.



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***PLEASE PRINT***

**ADDRESS:** \_\_\_\_\_

**OWNER OF BUILDING:** \_\_\_\_\_

**OWNER OF BUILDING PHONE NUMBER:** \_\_\_\_\_

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

**OWNER OF BUSINESS:** \_\_\_\_\_

**BUSINESS PHONE NUMBER:** \_\_\_\_\_

**NAME OF EMERGENCY CONTACT:** \_\_\_\_\_

**EMERGENCY CONTACT PHONE NUMBER:** \_\_\_\_\_

**\*\*\*ATTACH A DIAGRAM OF THE BUILDING FLOORPLAN OR BLUEPRINTS\*\*\***

**PLEASE BRING COMPLETED FORM AND DIAGRAM TO:**

**CITY OF ABBEVILLE**

**TAX & PERMIT OFFICE**

**101 N STATE ST**

**ABBEVILLE LA 70510**



# Abbeville Fire Department

210 W. Vermilion St.

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## NOTIFICATION

**This is to notify the person applying for a permit to open a business in the City of Abbeville that you are to contact the Abbeville Fire Department to find out what are the requirements for life safety and fire hazard for the City of Abbeville. Please do so before you commit to anything (just because a business was operating before does not mean it meets the requirements to reopen). There is more knowledge of the codes today than was known in the past and they have to be met before occupancy will be granted.**

**If you are required to have a sprinkler system we require that you have the correct threads (3 3/32 x 8 O.D.) for our fire department.**

**The City Inspector must sign this document before occupancy will be granted. If the State Fire Marshal does the inspection we will need to see a copy of their report before we sign for occupancy.**

**Name of Business:** \_\_\_\_\_

**Building occupancy granted:** \_\_\_\_\_

**Ernest Jude Mire**

**Fire Inspector for City of Abbeville**

**Sprinkler system and  
Connection approved:** \_\_\_\_\_

**N/A**

**Ernest Jude Mire**

**Fire Inspector for City of Abbeville**



# New Business Checklist

- Recommended – if purchasing an existing business or stock of goods from an existing business to determine if you may be liable for any unpaid sales taxes request a signed, dated and sealed copy of a Vermilion Parish Sales Tax Clearance.
- Register with Louisiana Department of Revenue for state sales tax [www.rev.state.la.us](http://www.rev.state.la.us) or [www.rev.louisiana.gov](http://www.rev.louisiana.gov).
  - Phone number: 1-855-307-3893
- Register for Occupational License with City Hall (if business is located in city limits) or Sheriff's Office (if out of city limits).
- Register with Vermilion Parish Sales Tax Dept. at 223 S. Jefferson Street, Abbeville, La. Phone Number: 337-898-5732 or 337-898-5733.
  - Must provide a copy of the following information:
    - **Dept. of Revenue state tax identification number** (the following is an example of number: 1689901-001-400).
    - **Louisiana Driver's License** (if business located in Louisiana).
    - **Occupational License** or a copy of the completed Occupational License Application or of the Occupational License.
    - **Lease/Rental Agreement** if applicable (if the business is located in Louisiana)
- For all other inquiries regarding business licenses, federal identification numbers and business information can found by registering with [www.geauxbiz.sos.la.gov](http://www.geauxbiz.sos.la.gov).
- To remit sales tax payments for Vermilion Parish and Department of Revenue (state tax), you may register and submit payments either of the online filing websites. The websites are as follows:  
[www.parishe-file.revenue.louisiana.gov](http://www.parishe-file.revenue.louisiana.gov) or  
[www.salestaxonline.com](http://www.salestaxonline.com)

**Vermilion Parish Sales Tax Department does not release any information or make any type of change (address, filing status, etc. ) unless the change is requested by a listed contact person or owner in writing (email is accepted from a verified email address). This is done to protect the confidentiality of the business.**

Please keep a copy of the completed form and notify our office in writing (email from listed contact is acceptable) within thirty days of any changes, additions, or deletions to remain in compliance with RS 47:337.29.

## VERMILION PARISH SALES TAX

Tax Account Type: \_\_\_\_\_ Sales \_\_\_\_\_ Hotel/Motel \_\_\_\_\_ Occupancy Tax

### Reason for completing this form

<p>_____ Started new business</p> <p>_____ Opening additional location</p> <p>_____ Merger _____ and _____</p>	<p>_____ Purchased ongoing business:</p> <p>_____ Name of previous owner _____</p> <p>_____ Trade name of previous owner _____</p> <p>_____ Parish account number _____</p> <p>_____ Other _____</p>
--	--

### State and Federal Information:

State Tax ID: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

NAICS: \_\_\_\_\_

How many other locations in this Parish? \_\_\_\_\_

### Legal Name and Trade Name

Legal Name(s): \_\_\_\_\_

Trade Name: \_\_\_\_\_

### Business Location Information

Business location address: \_\_\_\_\_

City and State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Mailing Address Information

Mailing address: \_\_\_\_\_

City and State: \_\_\_\_\_

Zip: \_\_\_\_\_

### Contact Information: (list any additional contacts on back)

	Contact #1	Contact #2	Contact #3
Contact Person:			
Contact Phone:			
Fax Number:			
Email Address:			
Web Address:			
Location of accounting records: _____			

**Type of Organization**

Individual \_\_\_\_\_ Partnership \_\_\_\_\_ C Corporation \_\_\_\_\_ LLC \_\_\_\_\_ LLP \_\_\_\_\_

Governmental \_\_\_\_\_ Non-Profit \_\_\_\_\_ Other \_\_\_\_\_

**If sole owner (individual)**

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

SSN: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**If Corporation, LLC, LLP, or Partnership: name, title social security #, home address and telephone # of officers, members, managers, or partners**

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

Title: \_\_\_\_\_

SSN: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Agent for service of process: name, physical address, and phone number**

**Dates**

First date sales will be made from this location to Vermilion Parish: \_\_\_\_\_

Date business first started operation: \_\_\_\_\_

**Nature of Business**

\_\_\_\_ Retail Sales \_\_\_\_ Repair Service \_\_\_\_ Retail Service \_\_\_\_ Wholesaler \_\_\_\_ Contractor \_\_\_\_ Manufacturing/Fabricating \_\_\_\_ Other

Describe in detail your business: \_\_\_\_\_

**Requested reporting frequency and filing status**

\_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Semi-Annual \_\_\_\_\_ Occasional/Irregular

**Anticipated Taxable Transactions (Check all that apply)**

\_\_\_\_\_ Business Location Only \_\_\_\_\_ Parish-wide \_\_\_\_\_ Out of Parish

\_\_\_\_\_ Yes, mail paper forms to my mailing address

\_\_\_\_\_ No, please do not mail paper forms to my mailing address. I will electronically file my returns

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

Signature of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail, Fax or Email completed form to:  
Vermilion Parish Sales Tax Department  
P O Box 1508  
Abbeville, LA 70511-1508  
Fax (337)740-5901  
Email: kyra.lange@vpsb.net**

**ANNUAL CHAIN STORE TAX REPORT**

Send payment to: CITY OF ABBEVILLE, TAX DEPT.  
PO BOX 1170  
ABBEVILLE LA 70511-1170

STORE NAME AND ADDRESS:

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

LIST STORES LOCATED IN THE CITY OF ABBEVILLE CORPORATE LIMITS (NAME AND STREET ADDRESS):

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

TOTAL STORES OPERATING IN ABBEVILLE, LISTED ABOVE, AS OF JANUARY 1 OF CURRENT YEAR \_\_\_\_\_

TOTAL STORES IN OPERATION (ANY LOCATION), UNDER THE SAME GENERAL MANAGEMENT, SUPERVISION,  
OWNERSHIP, OR CONTROL AS OF JANUARY 1 OF CURRENT YEAR \_\_\_\_\_

**COMPUTATION OF TAX (see explanation on back)**

TAX DUE \$ \_\_\_\_\_  
INTEREST \$ \_\_\_\_\_  
PENALTY \$ \_\_\_\_\_  
TOTAL AMOUNT DUE \$ \_\_\_\_\_

**AFFIDAVIT**

I swear (or affirm) that this report has been examined by me, and, to the best of my knowledge and belief is true and correct.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Officer Administering Oath

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Owner/Representative Signature

\_\_\_\_\_  
Title

---

See attached License Tax Schedule.

## CHAIN STORE LICENSE TAX SCHEDULE

Belonging to a chain or group having:

(1) Not more than 10 stores	\$10.00 per store in Abbeville
(2) More than 10, but not more than 35 stores	15.00 per store in Abbeville
(3) More than 35, but not more than 50 stores	20.00 per store in Abbeville
(4) More than 50, but not more than 75 stores	25.00 per store in Abbeville
(5) More than 75, but not more than 100 stores	30.00 per store in Abbeville
(6) More than 100, but not more than 125 stores	50.00 per store in Abbeville
(7) More than 125, but not more than 150 stores	100.00 per store in Abbeville
(8) More than 150, but not more than 175 stores	150.00 per store in Abbeville
(9) More than 175, but not more than 200 stores	200.00 per store in Abbeville
(10) More than 200, but not more than 225 stores	250.00 per store in Abbeville
(11) More than 225, but not more than 250 stores	300.00 per store in Abbeville
(12) More than 250, but not more than 275 stores	350.00 per store in Abbeville
(13) More than 275, but not more than 300 stores	400.00 per store in Abbeville
(14) More than 300, but not more than 400 stores	450.00 per store in Abbeville
(15) More than 400, but not more than 500 stores	500.00 per store in Abbeville
(16) More than 500 stores	550.00 per store in Abbeville

1. Rate of Tax	-The rate of tax is determined from the total stores operated under the same general management, supervision, ownership, or control, wherever located, including the Abbeville stores covered by this report. Refer to License Tax Schedule above.
2. Measure of Tax	-The measure, or the amount of tax due the City of Abbeville, is determined by applying the rate of Tax to the total retail stores in Abbeville.
3. Example	-If an operator of a total of 36 retail stores located in Texas, New York, Alabama and Louisiana, operates 5 stores in Abbeville, the amount of chain store tax would be computed as follows: The license tax schedule above shows that the rate of tax on a chain of between 35 and 50 stores is \$20.00 per Abbeville store. Therefore, the amount of tax due would be 5 Abbeville stores at \$20.00 each or a total of \$100.00.
4. Interest and Penalty	-If return is not filed and the tax paid before March 1 <sup>st</sup> each year, there will be added to the tax interest at the rate of 1.25% per month until paid and penalty at the rate of (5%) for each thirty days or fraction thereof of delinquency not to exceed (25%) in the aggregate.
5. New Stores Opened During Taxable Year	-The rate of tax for stores opened in Abbeville after January 1 <sup>st</sup> shall be the same as though the new Stores were added to the number in operation on January 1 <sup>st</sup> . If a store is opened in Abbeville after June 30 of Any year, the rate applicable to such store for the First year shall be one-half of the rate determined As herein above provided.

This report must be made to the DEPARTMENT OF REVENUE, Abbeville, Louisiana 70510. The remittance to cover the tax evidenced by this report must be mailed to the CITY OF ABBEVILLE, DEPT OF REVENUE, PO BOX 1170, ABBEVILLE LA 70511-1170 **before March 1<sup>st</sup>**.