



NEW BUSINESS OCCUPATIONAL LICENSE APPLICATION

TOWN OF JONESBORO

128 Allen Avenue
Jonesboro, LA 71251

Telephone (318) 259-5025 Fax: (318) 259-4177

APPLICATION IS REQUIRED FOR (check one)

- ☐ New Business started on ____/____/____ ☐ Purchased Existing Business on ____/____/____ Prior Owner: _____
☐ Existing Business, No Prior License ☐ Other: _____

BUSINESS TYPE (check one)

- ☐ Retail (Table 1) ☐ Retail Gasoline (Table 1.1) ☐ Wholesale (Table 2) ☐ Lending (Table 3) ☐ Commission/Broker (Table 4)
☐ Public Utilities (Table 5) ☐ Professions ☐ Lending (Table 6) ☐ Other _____ (Flat Fee Table)
Business Activity Description: _____

APPLICANT INFORMATION

Name: _____ Title: _____ Email: _____ Cell #: _____
Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Fax#: _____

BUSINESS INFORMATION

Trade Name: _____ Legal Name: _____
Business Location/Address: _____ Jonesboro, Louisiana
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Fax#: _____ Website: _____ State of Incorporation/organization: _____
Type of Business: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ Non-Profit ☐ Other _____
FEIN/SS# _____ LA. Sales Tax # _____ Local Sales Tax # _____
Name & Address of Agent for Service of Process: _____

BUSINESS OWNER/OFFICER INFORMATION

Name: _____ Title: _____ Name: _____ Title: _____
Address: _____ City: _____ State: _____ Zip: _____ Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Cell #: _____ Fax#: _____ Phone #: _____ Cell #: _____ Fax#: _____
Email: _____ Email: _____

TAX CALCULATION

FLAT FEE TAX. Occupational License issued upon approval of application and payment of fees.

- ☐ Private Investment Agency \$500 ☐ electronic pinball machine, flipper machine, or video game _____ x \$50 = _____
☐ Professional Sports \$1,000 ☐ coin-operated mechanical or electronic device _____ x \$20 = _____
☐ Circus, Concert, or Special Event \$250 (# of devices)

TENTATIVE TAX CALCULATION. A 45 day Temporary Occupational License is issued upon approval of application and payment of tentative tax. An Addendum Application form must be filed no later than 40 days after the first day of business and the balance of the tax paid. Upon receipt of the completed Addendum Application and tax payment, the Occupational License will be issued. Addendum Application is Delinquent and subject to Delinquent Interest and Penalties upon expiration of Temporary Occupational License.

Flat Fee + Retail Dealer Permit Required:

- ☐ Pawnbroker \$300 ☐ Hotels, Motels, & Rooming Houses _____ x \$2.00 = _____
☐ Nursing Home Facilities _____ x \$2.00 = _____
(# of rooms)

License based on Receipts/Sales:

- ☐ Other businesses opening prior to July 1st \$50.00 ☐ Other businesses opening July 1st or later \$25.00

CERTIFICATION

Applicant swears the statements made on this application and attachments are true and correct to the best of his/her knowledge. I acknowledge that a Certificate of Occupancy and/or other licenses or permits may be required to legally conduct business in the Town of Jonesboro.

Signature

Printed Name

Date

OFFICIAL USE ONLY

Date App. Rec'd _____ Fees Rec'd _____ Addendum Application Due _____

Received Copies of:

- ☐ La. Secretary of State Certificate/Registration ☐ State License, if applicable _____
☐ Jackson Parish and Use Tax Comm. Registration Certificate
☐ Certificate of Occupancy ☐ Copy of Lease/Permission of Property Owner
☐ La. State Health Permit for Restaurant, if applicable ☐ Louisiana ATC Permit, if applicable ☐ Jonesboro Alcohol Permit, if applicable

Planning & Zoning: Property Zoned _____

Requested Business Type in Zone: ☐ Use of Right ☐ Conditional Use Approved on ____/____/____ ☐ Special Use Approved on ____/____/____
Reviewed and approved ____/____/____

(Signature approving)