



## License Application Requirements

**Please review the required documentation below for each license type. All applications must be completed before processing.**

---

### Occupational License (New) (\$50.00)

Applicants must submit the following: - Completed Application - Tax Return - Local Sales Tax Certificate - Occupancy Permit - Health Department Certificate

---

### Occupational License Renewal (See Chart)

Applicants must submit the following: - Completed Application - Tax Return

---

### Chain Store License Renewal (See Chart)

Applicants must submit the following: - Notarized Application

---

### Alcohol License (New) (\$500.00)

Applicants must submit the following: - Verification of Location Allowance - Health Department Certificate - Notarized Application - Proof of Publication - Background Check

---

### Alcohol License Renewal (\$500.00)

Applicants must submit the following: - Notarized Application

---

### Beer License (New) (\$50.00)

Applicants must submit the following: - Verification of Location Allowance - Health Department Certificate - Notarized Application - Proof of Publication - Background Check

---

## Beer License Renewal (\$50.00)

Applicants must submit the following: - Notarized Application

---

## Special Event License

Applicants must submit the following: - Notarized Application - Authorized Signatures from the following officials: - Fire Chief - Police Chief - Public Works Director - Mayor - Health Department Certificate - Event Map

---

## Mobile Food Vendor License (New) (\$50.00)

Applicants must submit the following: - Completed Application - Local Sales Tax Certificate - Proof of Good Standing - Certificate of Commercial General Liability Insurance (no less than \$200,000.00) - Proof of Current Registration - Health Department Certificate - FEIN or Social Security Number - Dimensions of Food Truck/Trailer - Notarized Property Owner Authorization - Notarized Hold Harmless Agreement

---

## Mobile Food Vendor License Renewal (See Chart)

Applicants must submit the following: - Completed Application - Local Sales Tax Certificate - Proof of Good Standing - Certificate of Commercial General Liability Insurance (no less than \$200,000.00) - Proof of Current Registration - Health Department Certificate - FEIN or Social Security Number - Dimensions of Food Truck/Trailer - Notarized Property Owner Authorization - Notarized Hold Harmless Agreement

---

For questions regarding license requirements or submissions, please contact LaToya Leonard at (318) 259-2385 Ext. 102