

Occupational license applications for *new businesses* may be obtained at:

St. Martin Parish Sheriff's Office  
400 St. Martin Street  
St. Martinville, Louisiana 70582  
(337) 394-2532

Occupational license applications for new businesses are subject to approval by St. Martin Parish Government.

Occupational license forms for *existing businesses* will be mailed in December. If you do not receive these forms by January 10<sup>th</sup>, you may contact the Sheriff's Office at the above address or phone number, or click here <*insert forms*> for the forms.

The St. Martin Parish Sheriff is the collector and issuer of occupational licenses for St. Martin Parish Government. Occupational license applications for a new business located outside city limit boundaries, may be obtained from the St. Martin Parish Sheriff's Office, 400 St. Martin Street, St. Martinville, Louisiana, 70582; or by clicking here <*insert attachment*>.

Completed applications for a new business are forwarded by St. Martin Parish Sheriff's Office to St. Martin Parish Government for approval. Applicants are notified once applications are approved.

The license fee for a new business is \$50 if the business commences prior to July 1<sup>st</sup>, and \$25 if commencing July 1<sup>st</sup> or later. This license shall be valid for the first 30 days of operation only. Application must then be made for a permanent license, the fee of which shall be prorated for the remainder of the year, based on the first 30 days of operation.

License fees for existing businesses are based on the business classification and the business proceeds stated for the table applicable to each class of business. Renewal applications for existing businesses will be mailed in December. A copy of renewal application forms may be obtained from the St. Martin Parish Sheriff's Office, 400 St. Martin Street, St. Martinville, Louisiana, 70582; or by clicking here <*insert attachment*>.

Additional license fees are assessed for businesses that have met all state and local requirements for alcohol permits, mechanical devices, gaming devices, etc. Clearance from St. Martin Parish Government is a prerequisite for all alcohol permits issued. A copy of the fee schedule may be obtained from the St. Martin Parish Sheriff's Office, 400 St. Martin Street, St. Martinville, Louisiana, 70582; or by clicking here <*insert attachment*>.

Licenses for an existing business become delinquent if not paid prior to March 1<sup>st</sup>. If delinquent, a penalty of 5% per month (25% maximum) and an interest rate of 1% per month, retroactive to January 1<sup>st</sup>, must be added to license fees.

Questions may be directed to (337) 394-2532, or mailed to the SMP SO Occupational License Division, P. O. Box 247, St. Martinville, LA 70582.