

# HOW TO GET A ZONING COMPLIANCE LETTER FOR YOUR NEW BUSINESS

Before the St. Bernard Sheriff's Office can issue you an Occupational license, to operate a business, you must obtain a "zoning compliance" letter from the Department of Community Development. It generally takes no more than two (2) business days for a zoning compliance letter application to be processed; you will be notified when the letter is ready for pickup. There is no charge for it. (For Occupational license fee information, please contact the sheriff's office at (504) 278-7608)

The information below is provided as a general guide. Your business may require additional information or action, especially if the place where you plan to operate your business requires any structural, electrical, plumbing, or other alterations that require their own special permits and inspections. For more information, contact Pam Carroll at (504) 278-4299 or [pcarroll@sbpq.net](mailto:pcarroll@sbpq.net).

## **FOR A HOME-BASED BUSINESS/HOME OFFICE**

Read the "HOME OCCUPATIONS-GUIDELINES AND REQUIREMENTS" information sheet and complete a ZONING COMPLIANCE LETTER APPLICATION FORM. You will also need to provide the information listed below.

- If you **own** or are buying your residence, bring a copy of your **recorded title** to the property. If you do not have a copy, you can obtain one at the Clerk of Court's office.
- If you are **renting** your residence, bring a copy of your **lease**.
- If you are **living in family-owned** or other property where there is no written lease agreement, please provide a **letter from the owner of the property** stating that you live there and that he/she has no objection to your operating an approved business from that address.
- Documentation of any special certification or licensure you may hold, if it is related to your business.

**FOR FOOD SERVICE, GROCERY, LODGING, DAYCARE OR HEALTHCARE PROVIDER, SWIMMING POOL**

Complete a **ZONING COMPLIANCE LETTER APPLICATION FORM**. You will also need to provide the information listed below.

- If you own or are buying the premises where you intend to operate your business, bring a copy of your recorded title to the property. If you do not have a copy, you can obtain one at the Clerk of Court's office.
- If you are **renting** the premises where you intend to operate your business, bring a copy of your **lease**.
- Documentation of **Health Department** (La. Department of Health and Hospitals) approval. For more information, call **(504) 281-2780**.
- Documentation of local and state **Fire Department** approval. For more information, call **(504) 278-4275**.

## FOR ALL OTHER BUSINESSES

Complete a **ZONING COMPLIANCE LETTER APPLICATION FORM**. You will also need to provide the information listed below.

- If you own or are buying the premises where you intend to operate your business, bring a copy of your **recorded title** to the property. If you do not have a copy, you can obtain one at the Clerk of Court's office.
- If you are **renting** the premises where you intend to operate your business, bring a copy of your **lease**.
- Documentation of local and state **Fire Department** approval. For more information, call **(504) 278-4275**.

**Department of Community Development**  
(504) 278-4310      (504) 278-4298 fax

**APPLICATION TO OBTAIN GENERAL CLEARANCE/ZONING COMPLIANCE LETTER FOR BUSINESS LICENSE**

Name of business\_\_\_\_\_

Doing business as/under the name of (if different from above) \_\_\_\_\_

Address where business will be operated\_\_\_\_\_

Number of off-street parking spaces available, if known\_\_\_\_\_

Type of business\_\_\_\_\_

*'Special note for eating/drinking establishments: If alcohol sales are expected to exceed 50% of average monthly revenue, the establishment meets the definition of a bar, tavern, nightclub, 'lounge', etc. As such, the property where it will be operated must be zoned C-3 'Highway Commercial'. Otherwise, the establishment may be classified as a restaurant. Restaurants may be operated C-1 'Neighborhood Commercial', C-2 'General Commercial', C-3 'Highway Commercial', I-1 'Light Industrial', I-2 'Heavy Industrial', and A-1 'Rural' zoning districts.*

Name of business owner\_\_\_\_\_

Business owner address\_\_\_\_\_

Telephone number(s)\_\_\_\_\_

Name of business co-owner if applicable\_\_\_\_\_

Co-owner address\_\_\_\_\_

Telephone number(s)\_\_\_\_\_

Name of PROPERTY owner, if different from business owner\_\_\_\_\_

Property owner address\_\_\_\_\_

Telephone\_\_\_\_\_

Approximate square footage of business location, if known\_\_\_\_\_

Previous use of business location, if known\_\_\_\_\_

How long has the business location been vacant, if known (and if applicable)?\_\_\_\_\_

I WE UNDERSTAND THAT IT IS THE RESPONSIBILITY OF THE OWNER(S), APPLICANT(S), AND/OR THEIR AGENT(S) TO MEET AND ABIDE BY ALL REQUIREMENTS OF WHATEVER OTHER REGULATORY AGENCIES ARE ASSOCIATED WITH THE ABOVE- REFERENCED BUSINESS ACTIVITY, AND TO OBTAIN ALL NECESSARY PERMITS, LICENSES, APPROVALS, AND OTHER LEGAL DOCUMENTATION BEFORE COMMENCING AND FOR THE DURATION OF THE OPERATION OF SAID ACTIVITY. VIOLATIONS OF THE ABOVE MAY RESULT IN REVOCATION OF ALL RIGHTS RELATED TO THE ZONING COMPLIANCE LETTER.

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

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

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**OFFICE USE ONLY**

Zoning \_\_\_\_\_

Sign permit\_\_\_\_\_

Parking\_\_\_\_\_

HD\_\_\_\_\_

Notes/other: