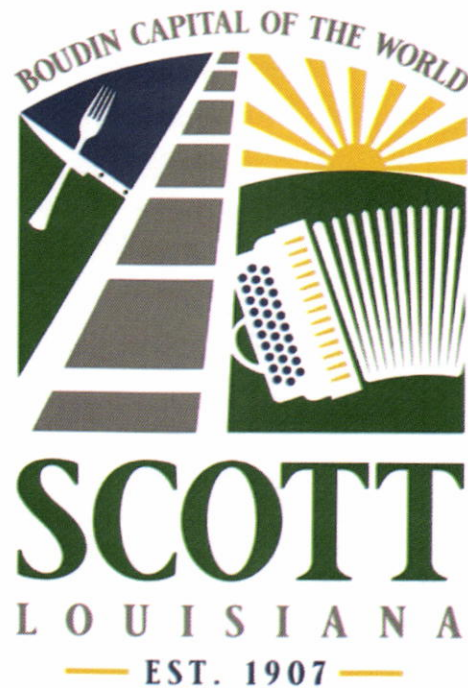


BUSINESS GUIDE FOR OPERATING IN THE CITY OF SCOTT



Mayor Jan-Scott Richard
125 Lions Club Road Scott, LA 70583
(337) 233-1130/ (337) 233-0240 Fax
www.cityofscott.org

Boudin Capital of the World

*Committed to encouraging the growth of a diverse economy that creates good paying jobs
and provides equal access to economic development.*

Thank you for your interest in doing business in the City of Scott. New business means new jobs and greater opportunities to generate wealth for the citizens of City of Scott. We value your investment in this great city and are available to assist you in meeting your goal of starting and growing your business. We are excited about your venture and its support in the growth in our city.

If you are planning to start a new business in the City of Scott, and you need information on licenses, permitting, incorporating, and zoning then you have come to the right place. Please feel free to contact our office with any questions or concerns that are not answered in this guide.

If you are planning groundbreaking, ribbon cutting, or any public outreach; please feel free to contact us for your next business event.

Occupational License Process:

Once you have identified a business location, before committing to any agreement you should Contact the Comprehensive Plan Facilitator, Bonnie Anderson at (337) 233-1130 on staff Monday-Thursday 8am-5pm Friday pm 8 am-12 to seek approval on the zoning and any other applicable information, if approved proceed.

1. Register your trade name (form #309 or online) with the Louisiana Secretary of State (225) 925-4704/ www.sos.la.gov (optional).
2. Submit to the Lafayette Parish Sales Tax Office at (337) 521-7353 or visit www.laota.com to register.
3. Submit to the Fire Marshall by going online www.sfm.dps.louisiana.gov
4. Contact the Board of Health 337-262-3900 ext. 166.
5. To find out if your business needs to obtain any kind of state licensing other than the agencies list above contact: Secretary of State / Geaux Biz Post Office Box 94125 Baton Rouge, LA 70804-9125 (225) 925-4704 / www.GeauxBiz.com Monday – Friday / 8:00 a.m. – 4:30 p.m
6. Apply for an occupational license with the City of Scott. The application can be downloaded from our website (www.cityofscott.org) then brought to City Hall or apply in person. The commercial process can take approximately 2 to 3 business days and approximately 3 to 5 business days for home based business applications. Once you are notified of approval, a \$50 fee for the Occupational License and if required an Alcohol/Liquor License \$300 which needs to be paid by cash or check. All Licenses are valid for one year, it is your responsibility to renew license to avoid noncompliance and late fees. All permits, deposits, and inspections must be completed before the City will issue your business license along with any documentation from the entities listed above.
7. Now you are ready to conduct business and provide your goods and services.
8. Do not forget to apply for your federal tax ID number (apply online or file a SS-4 with the IRS / (800) 829-4933 / (504) 558-3344 / www.irs.gov) and your state tax ID with the Louisiana Department of Revenue (register at www.revenue.louisiana.gov/ or contact the LDR at (504) 568-5233/ (225) 219-7462

In efforts, to reposition the City of Scott as the next hub city for business investment, quality of life and economic opportunity information on all permits, licenses, and City Planning Commission actions have been brought into a single place. In order to simplify what has been a complicated process, we have broken down the barriers between departments. Here you will find information on all requirements regulated by the City in a citizen-focused format. Each application along with required material is described fully so that you can be prepared to apply. We have even included other approvals that could be required based on your unique situation. However, please note that applicants must take responsibility on completing each step accurately and in a timely manner. Listed below is each department with descriptions of their duties.

City Planning Commission

Is the governing body that writes and recommends adjustments to the City of Scott Comprehensive Zoning Ordinance. It also handles zoning and map changes, conditional use applications, interim zoning districts, and subdivisions along with makes recommendations on land use issues to the City Council. The Comprehensive Zoning Ordinance regulates the location of various types of land uses involving different types of businesses. A business may not operate at a certain location unless the type of business is permitted by the Zoning Ordinance. Classifications are used as either "Permitted," "Accessory" or "Conditional" within each of the zoning districts. Uses classified as "Conditional" require public hearings in front of both the City Planning Commission and the City Council, with the final decision resting with the City Council. In rare instances, existing businesses may be located within residential areas or in a district that does not otherwise allow for the specific type of business, these businesses are called "non-conforming uses." This most often happens where an existing business is located in an area that is rezoned from commercial to residential. Please be aware that there are very strict regulations that govern nonconforming uses, the most important being that if the building is vacant for 6-months or longer, the ability to use the building for a business will be lost and a new business would not be allowed to open. For more information, call Comprehensive Plan Facilitator Bonnie Anderson at (337) 233-1130 or visit [www.cityofscott.org/homepage/ City of Scott Land Use Code](http://www.cityofscott.org/homepage/City%20of%20Scott%20Land%20Use%20Code).

Permitting Department

Requires permits for all new construction and renovations. First, a set of plans along with a site plan must be submitted for plan review. This process will take approximately 3-5 business days. The cost for residential is \$70 and \$100 for commercial, this fee must be paid upfront. Once completed the plan review will include the cost along with a list of required permits such as building, electrical, mechanical, sewer taps, water and gas connections. Also, they determine if commercial and residential structures meet all Zoning, Building codes through the plan review process and inspections. Before your Occupational and/or Alcohol License can be approved, all final inspections must be approved by Building Code Inspection Services. Home-based businesses must also receive zoning approval before you receive your Certificate of Occupancy. For more information Contact Tammy Vincent (337) 233-1130 to pick up an application packet or visit www.cityofscott.org

Utility Department

Requires all addresses to have a deposit for the following services; water, sewer, gas, and garbage. A new Customer Application can be downloaded from the website, [www.cityofscott.org/residents/ new customer](http://www.cityofscott.org/residents/newcustomer) setup or can be filled out in person at City Hall along with viewing the schedule of deposits by location and type of ownership. If renting, the rental agreement needs to be presented to the clerk. Also, only cash or checks are accepted as forms of payment for utility deposits. However, once an account is setup customers have several options for paying monthly bills by credit card, bank drafts, etc.

GENERAL AFFIDAVIT

STATE OF _____ PARISH OF _____ PERSONALLY
came and appeared before me, the undersigned Notary, the within
named _____, who is a resident of _____ Parish, State
of _____, and makes this his/her statement and General Affidavit upon oath
and affirmation of belief and personal knowledge that the following matters, facts and things set forth
are true and correct to the best of his/her knowledge:

Business Name:

Business Owner:

Business Address:

Business Phone:

Zoning:

Permitting Requirements/Flood Zone if
applicable: _____

DATED this ____ day of _____, 20__

Signature of Affiant SWORN to subscribed before me, this ____ day of _____, 20__

Bonnie Anderson, Comprehensive Plan Facilitator

Tammy Vincent, CFM

Jan-Scott Richard, Mayor

Occupation License Application

Note: Before completing this form, please read carefully the attached packet.
Annual renewal is due January 1st of each year, becomes delinquent after March 31st.

Check One: <input type="checkbox"/> New Application <input type="checkbox"/> Change of Owner/Address <input type="checkbox"/> Change of Business Name				
Full Name:			Date of Application :	
Business Name:			EIN #:	
Physical Address:	<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black; padding: 2px 0;"> Street Address City Zip Code Apartment/Unit # </div>			
Mailing Address:	<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black; padding: 2px 0;"> Street Address City Zip Code Apartment/Unit </div>			
Phone Number:		Email:		
Business Phone:		Business Fax:		

Type of Business	<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Governmental <input type="checkbox"/> Other (Specify) _____
Description of Business	
Hours of Operation	
Check services that apply to business	<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Bldg. Contract <input type="checkbox"/> Professional <input type="checkbox"/> Manufacturer <input type="checkbox"/> Rental <input type="checkbox"/> Service <input type="checkbox"/> Peddler/Door to Door <input type="checkbox"/> (Specify) _____

Zoning-Map Compliance Verification

Property Location _____

Proposed Use: _____

Land Use District _____

Additional

Comments:: _____

Applicant

Signature _____

Date _____

Circle One:

Approved/Disapproved

Signature of Comprehensive Plan Facilitator

Website Information

The City of Scott has a website www.cityofscott.org and would like to list your business on our web page. This will encourage visitors to "Shop Scott." If you would like to be listed fill out the section below.

Business

Name: _____

website: _____

Physical

Address: _____

Phone: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application may result in license being revoked.

Signature: _____

Date: _____



Police Department Information

Fill out section below to be sent to the Scott Police Department in case of emergency for quick contact.

Name of

Business _____

Address of

Business: _____

Key Holder #1 _____

Phone: _____

Key Holder #2 _____

Phone: : _____

