



## **OBTAINING A NEW OCCUPATIONAL LICENSE**

Prior to obtaining an Occupational License with the Village of Folsom future business owners must go to St. Tammany Parish, Sales Tax Division and apply for a **Business License Number** and an **Employer ID Number**. After obtaining this information from the parish, business owners may then come to Town Hall for an Occupational License application. Upon completion of the application, please submit it to Town Hall for final approval and payment of an initial fee of \$50.00 to receive your Occupational License.

We would like to assist you with the process of opening your business in the Village of Folsom and hope that it will be a smooth opening and successful operation for you. For further inquiries, contact **Diane Sanders at (985) 796-5607 or DianeSanders@villageoffolsom.com**

## **RENEWAL OF OCCUPATIONAL LICENSE**

Renewal notices for Occupational Licenses for the coming year are mailed to all existing businesses in early December along with the renewal application for the following year. All Renewal Applications and Fees are payable on receipt. Fees become delinquent after the last day of February, with interest and late penalties attached, if paid on or after March 1<sup>st</sup>.

## **WHO MUST FILE**

Any person pursuing to open a business should apply for an Occupational License with the Village of Folsom. Business owners are required to have a separate Occupational Licenses for each place of business.