

FOR MANAGER'S USE ONLY

Date Received: _____
Date Registration Accepted: _____
Registration Number: _____
Amount Paid: _____
Date Registration Expires: _____

**APPLICATION FOR CONTRACTOR'S REGISTRATION
PARISH OF ST. JAMES**

Type of Application: _____ New _____ Renewal

Name under which business is to be conducted:

Name of Applicant: _____
(If corporation, name of President or all partners)

Mailing address of main office: _____

Local mailing address: _____

Location of worksite (s): _____
(Parishwide, Convent, Lutcher, Vacherie, etc.)

Type of Contractor: _____
Electrical, Plumbing, Mechanical, Painting, Land Developer, etc.)

State of Louisiana's License Number: _____

St. James Parish Sales/Use Tax Identification Number: _____

Parish Occupational License Number: _____ Parish: _____

Telephone Number: _____ Signature: _____

Fax Number: _____ By: _____

Cell Number: _____ Date: _____

Email Address: _____

Please make check/money order payable to:

St. James Parish Government
Attn: Permitting Office
P. O. Box 106
Convent, LA 70723
225/562-2264 (office) or 225/562-2422 (fax)

ARTICLE I. IN GENERAL

Sec. 22-1. Building and/or construction contractors and subcontractors required to register with parish government; renewal of registration; registration and renewal fees; violations and penalties.

- (a) Any person desiring to engage in business as a building and/or construction contractor or subcontractor within the parish shall register himself and his business with the parish government before commencing in any such work. Contractors shall renew their licenses every year in which they intend to do work in this parish.
- (b) For the purpose of this section, the term "building and/or construction contractor" or subcontractor means a general building contractor, an electrical contractor, a plumbing contractor, a painting contractor, a pipeline contractor, a gas contractor, a road or bridge contractor, an earth moving contractor, or any person engaged in any similar type of business.
- (c) This section shall be administered by the parish president. Prior to accepting the registration of any person, the parish president shall require and verify that the applicant has applied for and obtained all required state and local occupational licenses, is properly registered with all state and local sales tax collecting authorities, and is aware of all state and local building and construction regulations. He shall further require that the applicant has met and is aware of all other state and local laws, regulations and requirements required of contractors and subcontractors to do business in this parish and in this state as provided for in parish ordinances and/or state laws.
- (d) Prior to accepting the registration provided for in this section, the parish president shall also collect a registration fee of \$25.00 from the applicant. The registration is renewal on July 1st of each year. The registration fee is also to be collected when an applicant is seeking a renewal registration. If an applicant is the holder of a currently valid occupational license issued by the parish, or by the Town of Gramercy or the Town of Litcher, and is domiciled contractor in the parish, \$20.00 of the registration fee shall be waived.
- (e) It shall be unlawful for any person to engage in business as a building and/or construction contractor or subcontractor in the parish without having completed the registration procedure required in this section; and any violation of this requirement shall subject the offender to punishment as provided in section 1-14.

(Code 1990, § 13:151; Ord. No., 01-13, § § 1, 2, 12-19-01)

Editor's note – It should be noted that Ord. No. 01-13, adopted Dec. 19, 2001, amended subsections (a) and (d) of section 22-1 and said amendments shall become effective July 1, 2002.

State law reference (s) – Contractors, R.S. 37:2150 et seq.; effect on local regulatory examination authority, R.S. 37:2173.

June 2, 2009

Dear Sir:

This is to inform you that your contractor's registration with St. James Parish will expire **June 30, 2009**. All contractor registrations are renewable on July 1st of each year.

If you are presently engaged in business with the Parish, it is necessary that you renew your registration. The fee for this registration is **\$25.00**; unless you are a holder of a current valid occupational license issued by the Parish of St. James and are domiciled in St. James Parish, then the registration fee is **\$5.00**.

Enclosed is a blank Contractor's Registration form for you to complete. In addition, a contractor's ordinance is also enclosed for your convenience of filling out the form. Please return the completed form and the fee so that we may process your registration. Also, please make check or money order payable to **St. James Parish Government** and remit to: **St. James Parish Government, Attn: Permitting Office, P.O. Box 106, Convent, LA 70723**.

Sincerely,

Robert M. Jones
Supervisor
St. James Parish Planning & Permitting

RMJ:scs

