



MUNICIPALITIES

OCCUPATIONAL LICENSE
SALES TAX APPLICATIONS
PERMIT INFORMATION

City of Mandeville

3101 E. Causeway Approach
Mandeville, LA 70448
985.626.3144
www.cityofmandeville.com

City of Covington

609 N. Columbia Street
Covington, LA 70433
985.892.1811
www.covla.com

Town of Abita Springs

22161 Level Street
Abita Springs, LA 70420
985.892.0711

Town of Madisonville

403 St. Francis Street
Madisonville, LA 70447
985.845.7311

Village of Folsom

82341 Railroad Avenue
Folsom, LA 70437
985.796.5607

Please Note: If your business is established within one of the above listed municipalities, all required occupational license and permit documentation is handled by the municipality. You must apply for a parish Sales Tax Certificate at the Sheriff's Annex in Covington. In most cases, you must obtain an occupancy permit from the municipality before power is turned on at your location.



PERMITS / REGULATIONS

You must contact the Parish Planning Commission to determine if your business is in compliance with zoning regulations and parking space requirements. Prior to occupancy, contact the Parish Permit Office for a power transfer and receive a certificate of completion for any work done on business premises.

Planning Commission

985.898.2529

Permits/Regulatory

985.898.2574

www.stpgov.org



UTILITIES

Electrical Service Providers

CLECO

1530 Dove Park Rd., Mandeville, LA 70471
800.622.6537

Washington-St. Tammany Electric

950 Pearl St., Franklinton, LA 70438
985.892.8804

Gas Service

Atmos Energy

100 Tyler Square, Covington, LA 70433
985.892.1321

Reliant Energy Entex

2781 D S. Columbia St., Bogalusa, LA 70427
800.243.3689

Telephone

BellSouth Business Service

985.557.6000*

*Dial area code only from out of metro area)

Cable TV

Charter Communications

888.821.4559

Water Districts

City of Abita Springs

P.O. Box 461, Abita Springs, LA 70420
985.892.0711

Southeastern LA Water & Sewer Co.

350 N. Causeway Blvd., Mandeville, LA 70448
985.626.8426

City of Covington

P.O. Box 778, Covington, LA 70434
985.892.1811

Greenleaves Utility Co.

P.O. Box 444, Mandeville, LA 70470
985.626.5132

Louisiana Water Service, Inc.

201 Holiday Blvd., Ste. 150
Covington, LA 70433-5013
985.893.5772

Mandeville Water Works and Sewerage

3101 E. Causeway Approach
Mandeville, LA 70448
985.626.3144

Riverwood Water (St. Tammany Water Dist. 3)

P.O. Box 1478, Covington, LA 70434
985.893.9599

Utilities Inc. of Louisiana

201 Holiday Blvd., Ste. 150
Covington, LA 70433-5013
985.893.5772

St. Tammany Water District #2

P. O. Box 636, Covington, LA 70434
985.892.8445

Lee Road Water Corporation

P.O. Box 1648 (78392 Dutsch Lane)
Covington, LA 70434
985.893.1580

Call water district for areas covered.



OCCUPATIONAL LICENSE/ TAXES

Unincorporated Areas only:

St. Tammany Parish Sheriff's Office

701 N. Columbia St.
Covington, LA 70433
985.863.8386 (Occupational License)
985.645.2408 (Sales Tax)

If a business is obligated to collect sales tax, applications can be obtained by telephone or by mail.

If a business will serve alcoholic beverages or food, they must obtain a Board of Health Certificate from the Department of Health, Public Health Office before applying for an occupational license:

Department of Health Office

21454 Koop Drive, Ste. 2 C
Mandeville, LA 70471
985.893.6296

If the business will sell beer or alcohol for consumption either on or off premises, a Parish Liquor License is required. Applications for the license may be obtained from the Parish Council Office on Koop Drive, also. Liquor licenses are issued by the Sheriff's Tax Office after approval from the Parish Council.

St. Tammany Parish Council Office

21490 Koop Drive
Mandeville, LA 70471
985.898.2591

If the business is located in a home (i.e. using home address/ telephone number for business purposes) you must obtain an Administrative Permit from the Parish Council office on Koop Drive, prior to applying for the Occupational License.

REQUIRED REGISTRATIONS

STATE

Registration for ID number/Tax & Licensing
LA Department of Revenue and Taxation
1305 N. Florida Street
Covington, LA 70433
985.893.6277
225.219.7318 (Baton Rouge)
www.rev.state.la.us

Corporation/Trade Name/Partnership/
Limited Liability
Secretary of State, Corporations Division
P.O. Box 94125
Baton Rouge, LA 70804
225.922.2675
www.sec.state.la.us

St. Tammany Parish Clerk of Court
Recording Department
701 N. Columbia St.
Covington, LA 70433
985.809.8740
www.sttammanyclerk.org

State Unemployment Insurance Employer
Account Information
Field Audit
985.645.3541

FEDERAL

Federal ID Numbers, Business Tax,
UnEmployment Account Numbers
Internal Revenue Service
800.829.1040
www.irs.treas.gov

BUSINESS RESOURCES

LOUISIANA WORKS DEPARTMENT OF LABOR

West St. Tammany Job Center
19376 North Third Street
Covington, LA 70433-8813
985.893.6254
www.laworks.net

For information regarding employment listings, labor market information, Work Opportunity Tax Credits, Enterprise Zone Act, Free Incumbent Worker Training, Free OSHA Safety Consults, Louisiana Licensing Guide and other labor related assistance, call 985.893.6205.

U.S. SMALL BUSINESS ADMINISTRATION
800.827.5722
www.sba.gov

ST. TAMMANY ECONOMIC DEVELOPMENT FOUNDATION

21454 Koop Drive, Ste. 2-E1
Mandeville, LA 70471
985.809.7874
www.stedf.org

America's Job Bank
www.AJB.DNI.us

Louisiana State Civil Service
www.DSCS.state.us

U.S. Federal Office of Personnel Mgmt.
www.usajobs.opm.gov

BUSINESS COUNSELING

Small Business Development Center
Southeastern Louisiana University
985.549.3831

*You're starting
a new business.*

• • •
*The Chamber
won't stop working
on its behalf.*



Contact us
to find out how
Chamber membership
is an invaluable resource
for the success
of your business.

sttammanycommerce.org

610 Hollycrest Boulevard
Covington, LA 70433
985.892.3216
info@sttammanycommerce.org



ST. TAMMANY WEST
CHAMBER
OF COMMERCE

New Business Tool Kit

A production of the
Business Advisory Council of the
St. Tammany West Chamber of Commerce
(Revised Summer 2006)