

## **CITY OF NEW IBERIA OCCUPATIONAL LICENSE INFORMATION**

- The State of Louisiana requires a business maintain a business license for, any person doing business, conducting trade, calling or practicing a profession or any person opening an office as a place of business or by the use of signs or otherwise advertising any trade, business or profession
- Applications can be picked up between 8:30 am and 4:00 pm, Monday through Friday at the City of New Iberia's Tax Office, 457 East Main Street, Suite 304. Business licenses are renewable annually. Renewal licenses and fees are due and payable by March 1<sup>st</sup> of each new year and expire December 31<sup>st</sup>. License fees are based on gros receipts of your business for the year. Late fees do apply.
- Some businesses require additional or alternate licenses. Certain contractors, particularly those conducting home improvements, electrical, plumbing, mechanical or sign and tree repair must have a license from the City of New Iberia's Inspection Department. Food-related businesses must be cleared by the Louisiana Office of Public Health. Liquor stores and desiring restaurants must obtain liquor licenses from the Louisiana Office of Alcohol and Tobacco Control in order to sell alcoholic beverages in the state.
- As a courtesy to businesses, the Louisiana Office of ATC staffs a satellite office located in the City of New Iberia's Tax Office on Tuesdays between the hours of 8:30 am and 3:30 pm.

The attached Occupational License is also available on the city's website, [www.cityofnewiberia.com](http://www.cityofnewiberia.com)

For a complete list of specific business license requirements, or for more information about obtaining a license or renewing an existing license, call the Tax Office at (337) 369-2341.