

For Office Use Only  
Account Number

CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE  
P.O. BOX 2590  
BATON ROUGE, LA 70821  
PHONE: (225) 389-3084  
FAX: (225) 389-5369  
Email: [FINANCE@BRGOV.COM](mailto:FINANCE@BRGOV.COM)  
Revised 12/30/2013

For Office Use Only  
Application Number

Louisiana Tax Number \_\_\_\_\_  
Federal ID Number \_\_\_\_\_  
Description of Business \_\_\_\_\_  
NAIC Number \_\_\_\_\_ (See List of Business Classes attached)

LEGAL NAME OF BUSINESS \_\_\_\_\_

TRADE NAME OF BUSINESS \_\_\_\_\_

PHYSICAL LOCATION  
(NOT a P.O. Box)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Telephone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

MAILING ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION FOR: DATE IN BUSINESS: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Sales Tax Registration
- Occupational License Tax
- Hotel Motel Tax
- Insurance Premium Tax
- Gross Receipts Tax
- Other \_\_\_\_\_

- BUSINESS LOCATION:
- City Limits of Baton Rouge
  - Unincorporated Parish of EBR
  - City Limits of Baker
  - City Limits of Central
  - City Limits of Zachary
  - Business Located Outside of EBR

REASON FOR APPLYING:

- New Business
- Purchased Existing Business? Previous Owner: \_\_\_\_\_
- Merger Trade Name of Previous Owner/Business: \_\_\_\_\_
- Additional Information Previous Account Number: \_\_\_\_\_
- Change / Other \_\_\_\_\_
- Home Based Business ← If checked, Home Based Business Signature form attached and signed

FOR OCCUPATIONAL LICENSE ONLY

Hotel / Nursing Home / Rooms  (# of rooms) x \$2 per room = \$ \_\_\_\_\_  
Security Deposit Due?  Yes  No Deposit Due: \$ \_\_\_\_\_

***If business opened less than 30 days ago:***  
Business opened on or prior to June 30 of current year (Minimum Payment \$50) OR \$ \_\_\_\_\_  
Business opened on or after July 1 of current year (Minimum Payment \$25) OR \$ \_\_\_\_\_  
Flat Fee Business \$100 / \$200 / \$250 \$ \_\_\_\_\_

***If business opened more than 30 days ago (Tax Due for First Year of Business):***  
Enter Gross Receipts (1<sup>st</sup> 30 days in business) \$ \_\_\_\_\_  
Less Allowable Deductions \$ \_\_\_\_\_  
Tax Basis (Gross Receipts less Deductions) \$ \_\_\_\_\_  
Multiply Tax Basis by # of months in business\* \$ \_\_\_\_\_  
\*(Any month open at least 15 days) Tax Due (Based on applicable Tax Table) \$ \_\_\_\_\_

Penalty \$ \_\_\_\_\_  
Interest \$ \_\_\_\_\_  
**Total Due** \$ \_\_\_\_\_



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← Enter as PAY  
← Enter as DIR  
← MIN (no I&P)  
← MIN (no I&P)  
← Enter as PAY  
← Enter as PAY  
ABC Account  
Clearance Issued

**CONTACT PERSON:** \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Contact Fax: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

**TYPE OF ORGANIZATION** (Ownership) – Please attach a copy of your charter  
 Individual  Partnership  Corporation  LLC  LLP  Non-Profit  Governmental  Other

**IF an Individual:** Owner's Name \_\_\_\_\_  
 (Attach valid photo ID) Owner's Address \_\_\_\_\_

Owner's SS# \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

**IF a Corporation, LLC, LLP, or Partnership:** Officer / Manager / Partners Name \_\_\_\_\_  
 (Attach additional names if necessary) Title \_\_\_\_\_  
 Home Address \_\_\_\_\_

Telephone Number \_\_\_\_\_  
 Web Site \_\_\_\_\_

**Agent for Service of Process:** Name \_\_\_\_\_  
 Address \_\_\_\_\_

This will affirm that the statements made herein are true and correct to the best of my knowledge:

Signature of Applicant or Owner \_\_\_\_\_ Title \_\_\_\_\_

Signature of Preparer \_\_\_\_\_ Date \_\_\_\_\_

**Please make checks payable to Parish and City Treasurer**

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<b>LOCATION/DOMICILE</b> (Circle One)		<b>FILING FREQUENCY</b>	<b>ACCOUNT TYPE</b> (Circle One)
0001 City of Baton Rouge / EBR Sch Bd	A	1520 Service/Rental/Etc.	
0002 EBR Parish / EBR Sch Bd	B	1521 Airline	
0003 City of Baker / Baker Sch Bd	D	1522 Travel Agency	
0004 City of Zachary / Zachary Sch Bd	F	1523 Nursing Home	
0005 EBR Parish / Zachary Sch Bd	C	1525 Retail Dealer	
0006 City of Baker / EBR Sch Bd	E	1530 Retail Dealers In Motor Fuels	
0007 City of Central / Central Sch Bd	G	1540 Pawn Broker	
0008 EBR Parish / Central Sch Bd	H	1601 Retail Dealer – Institutional Consumers	
0009 Outside EBR Parish		1610 Wholesale Dealer	
0010 Outside Louisiana		1611 Bulk Petro	
	<b>CLASS</b> (Circle One)	1612 Wholesale – Motor Vehicle	
	0100 Public Utility Only	1622 Building Materials	
<b>GROUP</b> (Circle One)	0101 Public Utility / OLT	1710 Finance	
0000 Not Assigned	0102 Public Utility / STX	1820 Commissioned Services	
0001 Mall of Louisiana	0103 Public Utility / STX / OLT	1822 Real Estate Broker	
0002 Cortana Mall	0200 IPT	2010 Investment Banking	
0003 Major Chemical & Manuf	0201 IPT / STX	2020 Itinerant Vendor (Agricultural & Seafood)	
0004 Hammond Aire	0300 HM / Rms	2021 Itinerant Vendor (Parades & Food Vendor)	
0005 Downtown Development	0301 HM / Rms / STX	2022 Promoter	
0008 Perkins Rowe	0302 HM / Rms / STX / OLT	2023 Rolling Vendor	
0009 Towne Center	0303 HM / Rms / STX / OLT / ABC	2060 Special Events	
	0304 HM	2070 Museum for Profit / Transient	
	0305 HM / STX	2090 Professional	
<b>CATEGORY</b> (Circle One)	0400 Nursing Home / Rms	2640 Retail Autos	
0900 Walk-in Registration	0401 Nursing Home / Rms / STX	2710 Contractor	
0901 Mail-in Registration	0500 Amusement Only	6000 Insurance Company	
0902 Electronic Registration	0501 Amusement / STX	7001 Public Utilities-Gross Receipts	
0903 Issue to Post	0502 Amusement / STX / OLT	9999 No Occupational License	
0904 Revenue Inspector	0503 Amusement / STX / OLT / ABC		
0905 Audit Registration	0600 STX Only		
0906 File Conversion	0601 STX / OLT	<b>Account Set Up By:</b> _____	
	0602 STX / OLT / ABC	<b>Payment Received By:</b> _____	
	0700 OLT Only		

**PLEASE CHOOSE A BUSINESS CATEGORY THAT BEST DESCRIBES YOUR BUSINESS ACTIVITY**

NAIC	CATEGORY DESCRIPTION	DETAIL DESCRIPTION
111000	Agriculture, Forestry, Fishing	Crop Production
112000	Agriculture, Forestry, Fishing	Animal Production
211000	Mining	Oil & Gas Production
212000	Mining	Mining (Except Oil & Gas)
221000	Utilities	Utilities
236000	Construction	Construction of Buildings
237000	Construction	Heavy & Civil Engineering Construction
238000	Construction	Specialty Trade Contractors
311000	Manufacturing	Food Manufacturing
312000	Manufacturing	Beverage & Tobacco Product Manufacturing
314000	Manufacturing	Textile Product Mills
322000	Manufacturing	Paper Manufacturing
324000	Manufacturing	Petroleum & Coal Products Manufacturing
325000	Manufacturing	Chemical Manufacturing
326000	Manufacturing	Plastics & Rubber Product Manufacturing
339000	Manufacturing	Miscellaneous Manufacturing
423000	Wholesale Trade	Merchant Wholesalers, Durable Goods
424000	Wholesale Trade	Merchant Wholesalers, Nondurable Goods
441000	Retail Trade	Motor Vehicle & Parts Dealer
442000	Retail Trade	Furniture & Home Furnishing Stores
443000	Retail Trade	Electronic & Appliance Stores
444000	Retail Trade	Building Material & Garden Equip/Supplies
445000	Retail Trade	Food & Beverage
446000	Retail Trade	Health & Personal Care Stores
447000	Retail Trade	Gasoline Stations
448000	Retail Trade	Clothing & Clothing Accessories Stores
451000	Retail Trade	Sporting Goods, Hobby, Book/Music Stores
453000	Retail Trade	Miscellaneous Store Retailers
454000	Retail Trade	Nonstore Retailers
481000	Transportation & Warehouse	Air Transportation
482000	Transportation & Warehouse	Rail Transportation
484000	Transportation & Warehouse	Truck Transportation
485000	Transportation & Warehouse	Transit & Ground Passenger Transportation
486000	Transportation & Warehouse	Pipeline Transportation
488000	Transportation & Warehouse	Miscellaneous Transportation
493000	Transportation & Warehouse	Warehousing & Storage
512000	Information	Motion Picture & Sound Recording Industries
515000	Information	Broadcasting (except internet)
517000	Information	Telecommunications, Internet Service Providers
518000	Information	Portals & Data Processing Services
521000	Finance & Insurance	Monetary Authorities
524000	Finance & Insurance	Insurance Carriers & Related Activities
531000	Finance & Insurance	Real Estate
532000	Finance & Insurance	Rental & Leasing Services
541000	Professional, Scientific & Technology	Professional, Scientific & Technology
551000	Management of Companies	Management of Companies & Enterprises
561000	Administrative & Support Services	Administrative & Support Services
611000	Educational Services	Educational Services
621000	Health Care & Social Assistance	Ambulatory Health Care Services
622000	Health Care & Social Assistance	Hospitals
623000	Health Care & Social Assistance	Nursing & Residential Care Facilities
624000	Health Care & Social Assistance	Social Assistance
711000	Arts, Entertainment & Recreation	Performing Arts, Spectator Sports & Related Industries
712000	Arts, Entertainment & Recreation	Museums, Historical Sites, & Similar Institutions
713000	Arts, Entertainment & Recreation	Amusement, Gambling & Recreation Industries
721000	Accommodation & Food Service	Accommodation
722000	Accommodation & Food Service	Food Services & Drinking Places
811000	Other Services	Repair & Maintenance
812000	Other Services	Personal & Laundry Services
813000	Other Services	Religious, Grantmaking, Civic, Professional & Similar Services
815000	Other Services	Miscellaneous Other Services



## Department of Finance Revenue Division

City of Baton Rouge  
Parish of East Baton Rouge

222 St. Louis Street Rm. #404  
Baton Rouge, Louisiana 70802  
Office: (225) 389-3084  
Fax: (225) 389-5369

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### Home Based Business Guidelines

In order to legally operate a business from a residence, the following guidelines must be strictly followed:

- No signs shall be used
- Nothing shall be done to make the building appear in any way as anything other than a dwelling
- No business such as a shop or store shall be conducted upon the premises
- No one shall be employed from outside the resident family
- Mechanical equipment used shall be only that normally used in, or found in a single-family dwelling
- No customers shall conduct any business (including meetings) upon the premises

I understand and agree to comply with the above guidelines and all other applicable City-Parish laws and regulations regarding the operation of a business.

Business Name: \_\_\_\_\_ Account No: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Responsible Party

\_\_\_\_\_  
Signature of Responsible Party