



MARK R. JOHNSON  
Mayor

**CITY OF COVINGTON**  
OCCUPATIONAL LICENSE DEPARTMENT  
317 North Jefferson Avenue  
Post Office Box 778  
Covington, Louisiana 70434  
phone 985.867.1214  
fax 985.273.3014  
website [www.covla.com](http://www.covla.com)

## OCCUPATIONAL LICENSE - BUSINESS NOT INVOLVING ALCOHOL, FOOD OR DAYCARE

### PRIOR TO COMING TO THE CITY OF COVINGTON OFFICES

- Verify the location of your business is located within the CITY limits of Covington, not just a Covington address. If you are unsure, please call (985) 867-1214 for verification.
- Obtain relevant tax numbers (Federal, State and Parish, if applicable). Appropriate phone numbers listed below.
- Register business name with the Louisiana Secretary of State - [www.sos.la.gov](http://www.sos.la.gov) (if you would like).
- Have any licensing or certification relevant to your field, if applicable.

### THEN GO TO 317 N. JEFFERSON AVENUE, COVINGTON, LOUISIANA

- Completed Zoning Verification Form (can be obtained at the office or on the website at [www.covla.com](http://www.covla.com))
- Completed New Business Building Compliance Form (can be obtained at the office or on the website at [www.covla.com](http://www.covla.com)).
- Completed Avenu Insights & Analytics Occupational License Application (can be obtained at the office or on the website at [www.covla.com](http://www.covla.com))
- \$50 check made payable to "Tax Trust Account" (\$25 if applying after July 1)
- Copy of lease or cash sale for business address listed.
- Completed sign permit, if applicable. Go to the Planning and Zoning Department located to the left as you enter City Hall. Covington Historic District Commission approval is required for all signage in the Historic District.
- Completed Cleco and water applications, if applicable. Go to the Utilities Department located to the right as you enter City Hall.

**NOTE:** Any applicant who is making changes to their building will require a building permit. The building inspector must issue a final inspection before you can obtain an occupational license. You must also have State Fire Marshall approval for the building. The Building Permits Department is located at City Hall past the Planning and Zoning Department to the left.

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### HELPFUL NUMBERS FOR YOUR OCCUPATIONAL LICENSE PROCESS:

Louisiana Department of Revenue (LA Sales Tax #) • 225-219-0102  
St. Tammany Parish Sales Tax Office (Local Sales Tax #) • 985-726-7777  
Federal Tax I.D. Number - IRS • 800-829-3676  
City of Covington Fire Department (Building Compliance) 985-898-4727  
City of Covington Planning and Zoning Department • 985-867-1214  
City of Covington Utilities Department • 985-898-4242