



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

OCCUPATIONAL LICENSE (CROSS-JURISDICTIONAL)

PRIOR TO COMING TO THE CITY OF COVINGTON OFFICES

- 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 (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 Avenu Insights & Analytics Occupational License Application (can be obtained at the office or on the website at www.covla.com)
- \$50 check made payable to "Tax Trust Account" (\$25 if applying after July 1)
- Copy of State Contractor's license, if applicable.

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