



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 - 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 Secretary of State.

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)
- Completed New Business Building Compliance Form (can be obtained at the office or on the website at www.covla.com)
- Completed Avenu Insights & Analytics Occupational License Application (can be obtained at the office or on the website at www.covla.com)
- Completed Police Background Check 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 lease or cash sale for business address listed.
- If leased, supply written permission from landlord.
- Driver's license for all owners
- Department of Health approval
- Approval from State for daycare facility
- 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.

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
St. Tammany Parish Health Department • 985-893-6296