



CITY OF BAKER, LOUISIANA

HELPFUL TIPS FOR OBTAINING AN OCCUPATIONAL LICENSE

Anyone applying for a business in the City of Baker may acquire an application online at www.cityofbakerla.com. Be sure to include a **Detailed Business Plan** with application before turning it in.

If you don't have access to a computer, you can pick up an application at Baker City Hall

City of Baker
3325 Groom Road
Baker, LA 70714

You MUST register your business first with the Secretary of State

Secretary of State
8585 Archives Avenue
Baton Rouge, LA 70809
(225) 925-4704
www.sos.la.gov

To get a Federal Tax Identification or State Sales Tax Number, you may contact:

State Sales Tax

Louisiana Department of Revenue and Taxation
617 North 3rd Street
Baton Rouge, LA 70802
(225) 219-7462 – Sales Tax
(225) 219-0102 – Income Tax
www.rev.state.la.us

Federal Tax ID Number

Internal Revenue Service
2600 City Place Court
Suite 375
Baton Rouge, LA 70808
Business Income Tax – 1-800-829-4933
Individual Income Tax – 1-800-829-1040
www.irs.gov

You MUST contact the City of Baker Inspection Department to determine if the physical location of your business meets all zoning requirements for the nature of your business.

City of Baker
Inspection Division
3325 Groom Road, City Hall
Baker, LA 70714
(225) 778-0850

Applicant will be notified for attendance at a regularly scheduled Planning and Zoning Commission Meeting. Upon positive recommendation, Applicant will be notified for attendance at the next regularly scheduled Council Meeting.

Once approved by Planning & Zoning Commission and the City of Baker Council, Applicant will provide payment to the City of Baker Finance Department, along with the completed checklist, for issuance of license. Acceptable forms of payment include check or money order.

If business is home based, applicant MUST get a home occupation permit as well.

License Fees:

\$50.00 fee for occupational/business license - 1st year in business; Subsequent years based on tables
\$100.00 fee for home occupation permit

******PLEASE NOTE:**

All licenses and home occupation permits are renewed annually.

Forms cannot be filed electronically.

Licenses will NOT be issued at the time of payment. They will be mailed once completed or someone may call you when it's ready for pickup.

***Be sure checklist is completed and signed by designated officials
to obtain license from Finance Department***

Thank you for your interest in the City of Baker

OCCUPATIONAL/BUSINESS LICENSE APPLICATION

CHECKLIST

(Note: Applicant is responsible for providing all required documentation when application is submitted)

City Official

Registered with Secretary of State	_____	___ Yes	___ No	
Applied for Federal Tax ID Number	_____	___ Yes	___ No	___ N/A
Applied for State Sales Tax Number	_____	___ Yes	___ No	___ N/A
City of Baker Inspection Department Zoning Compliance	_____	___ Yes	___ No	
Submitted City of Baker Occupational/Business License Application (Must have Business Plan attached)	_____	Received on _____		
Submitted all required documentation	_____	___ Yes	___ No	
Planning and Zoning Commission Recommended to Council	_____	___ Yes	___ No	

****OFFICE USE ONLY****

CHECK LIST VERIFIED

VERIFICATION SIGNATURE, Mayor's Office