



Welcome to the City of Alexandria, Louisiana

Guidelines on Opening your Business

Distributed by the PLANNING & DEVELOPMENT DIVISION

November 27, 2017-

Other important numbers

CITY OF ALEXANDRIA PLANNING DIVISION VARIANCES / SPECIAL EXCEPTIONS / SIGNS / STORMWATER / PARKING REQUIREMENTS LANDSCAPE / FLOOD ZONE / ZONING QUESTIONS

625 Murray Street Alexandria, LA 71301-8022 (318) 473-1170

CITY OF ALEXANDRIA CERTIFICATES OF OCCUPANCY AND PERMITTING

625 Murray Street, 2nd and 3rd Floors Alexandria, LA 71301-8022

Numbers to call:

(318) 473-1375 Superintendent of Construction Development (318) 473-1170 Building Official/City Engineer

CITY OF ALEXANDRIA INSPECTION CALL CENTER

625 Murray Street, 3rd Floor Alexandria, LA 71301-8022

Number to call:

(318) 441-6333 Inspection Call Center Please request inspections 24 hours in advance

CITY OF ALEXANDRIA POLICE DEPARTMENT-RECORDS

Fingerprinting for Alcohol 1000 Bolton Avenue

Alexandria, Louisiana 71301 (318) 441-6413

CITY OF ALEXANDRIA UTILITY CUSTOMER SERVICE

625 Murray Street, 1st Floor Alexandria, LA 71301-8022

(318) 441-6310

CITY OF ALEXANDRIA MAYOR AND CITY COUNCIL

915-3rd Street P.O. Box 71

Alexandria, Louisiana 71309-0071 Jeffrey W. Hall, Mayor

(318) 449-5000

James "Jim" Villard, Councilman-at-Large

Joe Fuller, Councilman -at-Large

Malcolm Larvadain, Councilman-District 1

Gerber Porter, Councilman-District 2

Jules Green, Councilman-District 3

Harry Silver, Councilman-District 4

Charles L. "Chuck" Fowler, Jr., Councilman-District 5

(318) 449-5048

Issuing the Certificate of Occupancy

Upon completion of a building erected in accordance with approved plans and after the final inspection, the Building Official may issue a Certificate of Occupancy stating the nature of the occupancy permitted, the number of persons for each floor, when limited by law, and the allowable load per square foot for each floor in accordance with the provision of the International Building Code.

How do I apply for a Certificate of Occupancy?

To apply for a Commercial Certificate of Occupancy, the applicant must present the following information to the Building Official:

- Approved inspections from Electrical, Mechanical, Plumbing, Gas, Water, Wastewater, Building, Construction, Environmental, Planning, Zoning, Engineering, Landscaping and Fire to insure the safety of such private building.

An original Certificate of Occupancy will be given to the owner and shall be posted in a conspicuous area. A copy will also be issued to the owner to submit to the Utility Department to allow for utility deposits to be accepted. The Certificate of Occupancy allows the owner to take occupancy of the said building to operate his or her business.

Does my business have to Register with the Secretary of State?

This may be required if you are a General Partnership, Corporation or Limited Partnership. To be sure, call the Louisiana Secretary of State at (225) 925-4704.

Visit our website at

www.cityofalexandrialala.com/home.asp

Can my business sell Alcohol?

State Law requires an Alcohol Beverage license and there are specific requirements addressed elsewhere. Alcohol may be sold only in the "C-2", General Commercial, "CBD"-Central Business District, "I-1" Light Industrial and "I-2"-General Industrial Districts for on-premise (Class "A") and off-premise (Class "B") consumption, provided a premise is not situated within three hundred (300') feet (as you walk or would walk if a sidewalk were present) of any church, synagogue, public library, school, playground, full time day care center or correctional facility within the city. For on- premise consumption (Class "A"), no sale of such beverage shall be allowed within three hundred (300') feet of any residence zoned SF-1, "SF-2" or "SF-3", unless a special exception is granted by the Alcohol Beverage and Drug Abuse Commission.

How are Garage Sales regulated?

A Garage Sale shall be a permitted accessory use to any dwelling unit, provided that an individual sale last no longer than three (3) days and occurs no more often than once every six (6) months.

What is a Certificate of Occupancy?

A Certificate of Occupancy (C.O.) is issued to any new structure built within the corporate limits of the city. The Certificate of Occupancy may be issued for new commercial and new residential buildings. A Certificate of Occupancy must be obtained prior to occupying a building, whether it is commercial or residential. It does not apply to Mobile Homes.

When can I Occupy a building?

A new building may not be occupied or a change made in occupancy or the nature of the use of a building or part of a building until after the building official has issued a Certificate of Occupancy. Said Certificate may not be issued until all required fire protection systems have been tested and approved.

Frequently asked questions.

Does my business meet certain Zoning requirements?

- **Verify zoning** before you lease or buy.
- For zoning questions, permitted uses, those uses allowed by special exception, parking, and sign permits call (318) 473-1371 or (318) 473-1373
- For landscaping, flood zone and site plan reviews call (318) 473-1170.

What types of businesses are required to have a Health Inspection Report?

Restaurants, day cares, hospitals, nursing homes, convenience stores and the like.

Who is required to obtain Sales Tax Numbers?

You are required to obtain a sales tax number and remit the appropriate sales taxes if your business has **a.** the sale of tangible personal property at retail in this state; **b.** the use, consumption, distribution, or storage for use or consumption, in this state of any tangible personal property; **c.** the lease or rental within this state of any item or article of tangible personal property; **d.** the sale of services as defined in the statutes.

What is the purpose of securing a Tax I.D. Number?

You are required to obtain a Federal EIN if you meet one or more of the following conditions: you are a sole proprietor with at least one employee, your business is a partnership, your business is a corporation, you are a sole proprietor who enters into a partnership or later incorporates the business or certain nonprofit organizations (churches, clubs, etc.).

Frequently asked questions.

Why do I need a Fire Inspection?

A fire inspection is performed to ensure the safety of the occupants, its customers and surrounding properties. The Inspector checks the general condition of the building (electrical and gas components), proper exits, fire safety equipment, building capacity and ensures that the building is designed to house the appropriate occupancy classification.

What is the purpose of a Certificate of Zoning Compliance?

The Certificate of Zoning Compliance is used to establish principal uses permitted in the various zoning districts such as Multi-family, Office, Business, Commercial and Industrial Districts. Zoning Districts are established for the purpose of promoting the public health, safety, morals and general welfare of the community.

Schedule of Fees

Fire Inspection Report	Free
Certificate of Zoning Compliance	\$20.00
Occupational License	\$50.00 January 1st – June 30th \$25.00 July 1st-December 31st
Alcohol Notice of Intent	\$50.00 (30 day waiting period)

High & Low Alcoholic Content Permit Fees may be obtained by contacting the Rapides Parish Sales & Use Tax Department at:

Phone: (318) 445-0296

Fax: (318) 449-4532

Email: info@rpst.org

Website: www.laota.com

Class A - On or Off-Premise Consumption

Class B - Off-Premise Consumption Only

Class R - Restaurant

Frequently asked questions.

Are Home-based businesses allowed in the city?

Yes, a home occupation can be allowed as an accessory use to a dwelling unit, subject to the following limitations:

- a. No person other than members of the family residing on the premises shall be engaged in such occupation.
- b. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five (25) percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
- c. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding one square foot in area, non-illuminated, and mounted flat against the wall of the principal building.
- d. No home occupation shall be conducted in any accessory building.
- e. There shall be no sales (from the licenses premise) in connection with such home occupation.
- f. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard.
- g. No equipment or process shall be used in such home occupation that creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used that creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.

Who do I call?



In order for the City of Alexandria to issue an Occupational License (Business License), you will need to acquire the following:

1. **Fire Inspection Report from the City of Alexandria Fire Prevention Bureau or the LA. Office of the State Fire Marshal, Code Enforcement & Building Safety**
1000 Bolton Avenue (**Alexandria only**)
Alexandria, Louisiana 71301
(318) 441-6607 (**Alexandria**)
(800) 554-0006 (**Louisiana**)-www.dps.state.la.us/sfm
2. **Zoning Compliance from the City of Alexandria Planning Division**
625 Murray Street, 2nd Floor
Alexandria, LA 71301-8022
(318) 473-1371 or (318) 473-1373
3. **Health Inspection from Rapides Parish**
5604-A Coliseum Boulevard
Alexandria, Louisiana 71303
(318) 487-5282
4. **Sales Tax Number from Rapides Parish**
5606 Coliseum Boulevard
Alexandria, Louisiana 71303
(318) 445-0296
5. **Sales Tax Number and Application from the Alcohol and Tobacco Control Office from the State of Louisiana**
1638 Creswell Lane Suite 3
Opelousas, La. 70570
(855) 307-3893
Baton Rouge Headquarters
(337) 948-0346
6. **Federal Tax I.D. Number from the Internal Revenue Service**
Number to call: (800) 829-3676
Use of the Social Security # is acceptable in some instances on the Occupational License application.
7. **Occupational License and Alcoholic Content Permits from the City of Alexandria (Rapides Parish Sales & Use Tax Dept.)**
5606 Coliseum Boulevard
Alexandria, Louisiana 71303
(318) 445-0296