

City of Sulphur, Louisiana
9618 Jefferson Highway, Suite D #334
Baton Rouge, LA 70809



Customer Service

Toll Free Phone: (800) 556-7274
Toll Free Fax: (844) 528-6529

Email: bizlicensesupport@revds.com
Website: www.revds.com

Sulphur LA Occupational License Tax
9618 Jefferson Highway, Suite D #334
Baton Rouge, LA 70809

2016 License Expires December 31st

Business Name: _____

Business Address: _____



2017 CITY OF SULPHUR (1680) MECHANICAL CONTRACTOR LICENSE RENEWAL NOTICE

Account Number: _____

Check here if you no longer operate in the City.
Return Date Discontinued: ____/____/____.
Please return form vial email, fax or mail..

Dear Business Owner,

This document serves as a renewal notice for your Mechanical Contractor License. Please note that your current license will expire December 31st of the current year. Please note that this is not to obtain your occupational license. If you are in business for yourself, a contractor or subcontractor, and your business is located in the City Limits of Sulphur, you will need an occupational license in addition to your mechanical contractor's license.

**Please Complete the Following:
SEE BACK FOR REQUIREMENTS**

YES NO

() () Have you attached copies of all documents listed on the CONTRACTOR CERTIFICATION CHECKLIST?

() () Is your business located in the city limits of Sulphur? If so, you must purchase an occupational license in addition to the Mechanical Contractor License. See application and Fee Schedule at www.revds.com for details.

Please attach a copy of your Louisiana State License or your Lake Charles mechanical license.

MECHANICAL CONTRACTOR LICENSE - \$50.00

Mechanical License Fee Calculation:

Internal Code: 999999.98 Mechanical Contractor

Step 1. Fee: \$ 50.00 _____

Step 2. Total Remittance: \$ _____

Make check payable to "Tax Trust Account." Remit payment and application to the above address.

Signature of Applicant: _____ Title: _____ Date: _____

Print Name of Applicant: _____ Telephone: _____

Returned Check Disclaimer: Effective July 1, 2010, each returned item received by RDS due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. RDS is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at www.revds.com/taxpayer/return-check-disclaimer.

Mechanical Contractor Information and Certification Checklist

Mechanical contractors must obtain a Mechanical Contractor license with the City of Sulphur before obtaining any permits to do work in the city regardless of business location.

****Please note that this is not to obtain your occupational license.**

If you are in business for yourself, a contractor or subcontractor, and your business is located in the City Limits of Sulphur, you will need an occupational license in addition to your mechanical contractor's license.

Before obtaining a license or approval to obtain permits in the City of Sulphur, you must submit the following documentation.

1. **Business Domiciled in Sulphur:** If domiciled in the City of Sulphur, a Contractor's Occupational License must be purchased in addition to the Mechanical Contractors license.

Business Located in Louisiana but not domiciled in Sulphur: A copy of your current occupational license if your business is not domiciled in the City of Sulphur. If doing construction work, this license will be honored and will exempt a license fee to the City of Sulphur. If your municipality or parish does not issue licensing, documentation must be provided from their Administrative Office.

Business located Out of State/Non-Resident Contractor of Louisiana: A Contractor's Occupational License must be purchased with the City of Sulphur based upon the cost of the job in addition to the Mechanical Contractors license.

2. A \$15,000 surety/license & permit bond made favorable to the City of Sulphur stating the trade classification in which you are operating. A separate bond is required if doing multiple trades. The City of Sulphur does not use its own bond form.
3. A certificate of general liability insurance with a minimum coverage amount of \$100,000 with the City of Sulphur as a certificate holder.
4. Copy of your Louisiana state license, if required, according to the cost of each job. If doing mechanical work, you may submit your Louisiana state license or City of Lake Charles license. A Louisiana state license is required for jobs that exceed \$9,999.99.
5. Out of State Contractors must provide a current Calcasieu Parish Sales and Use Tax Certificate for each job done in the City of Sulphur.

State AND Local Sales Tax Registration Certificate
 STATE-337-491-2504 LOCAL-337-217-4280

Certificate of Authority to do Business in Louisiana (non-Louisiana corporations)
 This is required from the Secretary of State for non-Louisiana corporations. 225-925-4704

Document Checklist:

Document Name:	Enclosed	N/A
• LA State Contractor's License	_____	_____
• Occupational License	_____	_____
• LA State Master Electrician, Mechanical, or Plumber's License	_____	_____
• Mechanical Contractor License	_____	_____
• Authority to do Business Certificate	_____	_____
• \$15,000 Surety Bond	_____	_____
• \$100,000 minimum Liability Insurance Certificate	_____	_____