



City of West Monroe  
PROCESS TO OBTAIN A  
CERTIFICATE OF OCCUPANCY "CO"

*A Certificate of Occupancy is required any time a new business opens, there is an ownership change of an existing business or an existing business relocates or changes names. This insures that the property is properly zoned for the type of business that will locate there and to insure the building is safe to occupy.*

**THREE (3) PARTS:**

**There is NO fee to apply for a "CO":**

- **ZONING** – Verify zoning with Zoning Director at 318-397-6735 or 318-547-1498. Please note: if your business is located in a West Monroe Historic District, you will be required to obtain a Certificate of Appropriateness for ANY exterior changes (See Bruce Fleming).
- **BUILDING** – Set up a "CO" Inspection with the Building Official's Office at 318-397-6722. At this point, the permit can be released by the City with ENTERGY if inspection is approved – YOU are responsible for setting up your account with ENTERGY (1-800 ENTERGY). Please allow up to 24 hours for ENTERGY to receive and process the permit.

When the electricity is on:

- **FIRE DEPARTMENT** – Call Fire Prevention Officers, Charles Huggins at 318-397-6831 or Jake Stephens at 318-397-6867, to set up a "CO" Inspection with the West Monroe Fire Department. The main number to the West Monroe Fire Department is 318-397-0758.

Once the Zoning Director, Building Official, and Fire Prevention Officer have signed the "CO", the information will be sent to the Occupational Licensing Department.

**Be sure to complete all necessary paperwork with Lois McCarty in the Occupational Licensing Department in order to obtain an Occupational License.**

**She can be reached at 318-397-6706 or 318-396-2600.**

**(FEE Involved, contact her for specifics).**

**NOTICE TO APPLICANT: YOUR BUSINESS IS NOT TO BE OPERATED UNTIL THIS APPLICATION HAS BEEN APPROVED. UPON APPROVAL OF THIS APPLICATION BY THE VARIOUS DEPARTMENTS LISTED ABOVE, A CERTIFICATE OF OCCUPANCY WILL BE ISSUED.**

APPLICATION FOR  
CERTIFICATE OF OCCUPANCY

CITY OF WEST MONROE  
2305 N 7<sup>th</sup> Street, West Monroe, LA 71291  
(318) 396-2600 FAX (318) 397-2382

DATE: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

STREET LOCATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

NEW BUSINESS? \_\_\_\_\_ (YES OR NO)

Description/TYPE OF BUSINESS: \_\_\_\_\_

If business is a non-profit organization, you must provide a copy of form 503-C.  
Will business sell and / or serve alcohol? YES or NO

IF NOT A NEW BUSINESS, LOCATION MOVING FROM: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

BUSINESS OWNER ADDRESS: \_\_\_\_\_

BUSINESS OWNER PHONE #: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

PROPERTY OWNER PHONE #: \_\_\_\_\_

PREVIOUS BUSINESS AT THIS LOCATION: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NOTICE TO APPLICANT: YOUR BUSINESS IS NOT TO BE OPERATED UNTIL THIS APPLICATION HAS BEEN APPROVED. UPON APPROVAL OF THIS APPLICATION BY THE BUILDING, ZONING & FIRE DEPARTMENTS, A CERTIFICATE OF OCCUPANCY WILL BE ISSUED.**

FOR OFFICE USE:

APPLICATION # \_\_\_\_\_ ZONE \_\_\_\_\_ FLOOD ZONE \_\_\_\_\_

REMARKS: \_\_\_\_\_

ENTERGY ACCT#: \_\_\_\_\_ RELEASED: \_\_\_\_\_