



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:

The fee is \$25 (Twenty Five Dollars)

- **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).

FAILURE by an applicant to request all required inspections within thirty (30) days of application shall cause expiration of the original request, termination of electrical service, required reapplication for a Certificate of Occupancy, and payment of an additional fee, with new inspections conducted. Ordinance Sec. 12-4012(c).

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 7th 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 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: _____

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

SIGNATURE: _____

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

FOR OFFICE USE:

APPLICATION # _____ ZONE _____ FLOOD ZONE _____

REMARKS: _____

ENTERGY ACCT#: _____ RELEASED: _____