

## **Certificate of Occupancy**

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 that the building is safe to occupy. This certificate is required of **ALL** commercial businesses.

For home based businesses, a certificate is required to insure that the type of business meets the guidelines as set forth in **Ordinance 236, Section 106-1124**.

For most recent ordinance amendments contact the Zoning Office at (318) 673-6440. Certificate of Occupancy Rates are as follows:

Fees For Commercial or Residential Certificate of Occupancy		
City Certificates	Commercial	\$100.00
	Residential	\$50.00
Parish Certificates	Commercial	No Fee
	Residential	No Fee

**RESIDENTIAL** Certificates Of Occupancy **RENEW** every 24 month at the same rate.

To download and print an application, click **here**.

For any questions on Certificates of Occupancy, assistance in completing the application, or to obtain a Certificate of Occupancy (bring completed application or fill one out on premises with payment) contact:

## Permit Center (Zoning Desk)

First Floor of the Government Plaza Suite 130 505 Travis Street Shreveport, LA (318) 673-6442 or (318) 673-6440 (Zoning Office)

## **Home Based Businesses**

A Home Occupation License Application must be completed for all Home Based businesses. To download the Home Occupation License Application, click <a href="https://example.com/here.">here.</a> For more information contact:

Permit Center (Zoning Desk)

First Floor of the Government Plaza Suite 130 505 Travis Street Shreveport, LA (318) 673-6442 or (318) 673-6440 (Zoning Office)