



PARISH OF NATCHITOCHES
CERTIFICATE OF COMPLETION/OCCUPANCY

NOTICE TO APPLICANT: A business is not to be operated until a Certificate of Completion/Occupancy has been issued by the Parish Planning & Zoning Department. Upon obtaining approval from the various Inspection Departments listed below, present this worksheet to the **Planning and Zoning Department** to receive a Certificate of Completion/Occupancy. The completed **Certificate of Completion/Occupancy** must then be presented to the Natchitoches Tax Commission to obtain an **Occupational License**. It is your responsibility as the applicant to contact the **State Fire Marshal's Office** prior to the occupation of any building to determine whether a plan review is required. Contact the Planning and Zoning Office for more information.

Owner of the property					
Property Address					
City		State and Zip			
Parcel #(s)					
Legal Description					
Subdivision Name			Lot / Block		
Section(s)		Township(s)		Range(s)	
Applicant's Interest	☐ Owner		☐ Agent / Lessee		☐ Option Holder

Purpose & Use of Business					
Name of the Business					
Name of the Applicant					
Applicant's Address					
City		State and Zip			
Applicant's phone			Business/Work phone		
Applicant's email					

Office Use, only:	Remarks/Signature	Date
Natchitoches Tax Commission 220 E. Fifth Street O: 318- 357-8871		
Natchitoches Parish Planning & Zoning Department 625 Bienville Circle Property Zoned _____O: 318- 352-2714 Ext 2		
Utility Service Center ☐ Southwestern Electric Power Company (SWEPCO) ☐ Entergy Corporation ☐ Cleco Corporate Holdings, LLC ☐ City of Natchitoches Utilities	Account Confirmed? ☐ YES ☐ NO Acct # _____	
Natchitoches Parish Building Official Rapides Area Planning Commission Natchitoches Parish Planning & Zoning Department	Commercial Electrical Permit Acquired? ☐ YES ☐ NO Permit # _____	
Natchitoches Parish Building Official Rapides Area Planning Commission Natchitoches Parish Planning & Zoning Department	Fire /Change /New Permit Acquired? ☐ YES ☐ NO Permit # _____	
State Fire Review - N/A IF NO CHANGE IN TYPE OF BUSINESS Area 3 – Alexandria/Lafayette/Lake Charles 2230 S. MacArthur Drive, Alexandria, LA 71301 O: 318-767-6099 F: 337-886-7938	☐ Needed ☐ Not Needed Did Applicant submit for Review? Did Applicant show documentation? ☐ YES ☐ NO / ☐ YES ☐ NO	
Natchitoches Dept of Health Lisa Jefferson Willis, Parish Manager 625 Bienville Circle 318-357-2266		

I HEREBY AGREE TO THE CONDITIONS SET FORTH HEREIN, AND I UNDERSTAND THAT LEGAL ACTION CAN BE TAKEN BY THE LEGAL DEPARTMENT OF THE PARISH OF NATCHITOCHES, LOUISIANA FOR NON-COMPLIANCE.