

ATTENTION: CONTRACTORS, & HOMEOWNERS performing work on property not your residence:

STATE CERTIFICATION of RESIDENT CONTRACTOR STATUS

Per R.S. 47:9 as amended by Act 479 of 1984 and Act 618 of 1985, the State of Louisiana Department of Revenue & Taxation requires you to obtain a Certification of Resident Contractor Status number before we are allowed to issue you a building permit. This is not a commercial contractor's license. It is a separate requirement from the State.

Please complete the application and mail to: State of Louisiana, Dept. Of Revenue & Taxation, PO Box 201, Baton Rouge, LA 70821-7537 or fax to: (225) 925-3860. The State will issue you a Certification letter showing your Resident Status number as "98-B-_____" (5 digits) at the top. A sample is attached to the application. Then send a copy of the State letter to our Department attn: Ms. Estelle Brown, Administrative Analyst
mail: Department of Safety and Permits fax- Dept. of Safety & Permits or drop it off to Room 7E05
Room 7E05, City Hall, 1300 Perdido St. @ fax (504) 544-5291 City Hall
New Orleans, LA 70112

We will enter your Resident Status number into our computer system and you can apply for any permits until the expiration date, usually one year.

The State will not allow us to issue a permit unless you have turned in a copy of your Certification letter or if your current number has expired. If you already have a Resident Status number on file with us, it may expire on 12/31/98. To renew it, please mail or fax to the State office a copy of your current Certification letter with the following written at the top: 1) your 10-digit State tax number if you are a contractor or 2) your social security number if you are a homeowner.

The only exemption to the Resident Status number is for a homeowner performing work on the single or double residence that he/she currently occupies, and this is limited to 2 exemptions per calendar year. Work on rental property, owner-occupied apartment houses of 3 units or more, and commercial property is not exempt.

For more information, please call the State Department of Revenue & Taxation at (225) 925-7537 or fax (225) 925-3860. We cannot answer any questions because this is a State requirement. All information must come from the State office. Thank you.