

# HOME BASED BUSINESS (HBB) PERMIT

## Occupational License Check List

- ✓ **Application Form.** Apply online at the [One Stop App](#) or download and complete the [application form](#).
- ✓ **State Issued ID.** A copy of a state issued ID for the business owner and/or agent (must be the ID for the owner who resides at this address).
- ✓ **Business Description.** Provide a detailed business description of your business in the application. (If known, include your NAICS Code). Please include information on the types of products sold, services provided, products manufactured, if products are sold retail or wholesale, if food products are sold, and how items are sold (in person or online). Identify any business activity that will take place at your home (i.e. customers, outside employees, deliveries, product storage, business vehicle storage).
- ✓ **Home Business Acknowledge Form.** Complete the [Acknowledgement of Limitations of Home Occupations](#). You can complete this form online if you apply on the One Stop App.
- ✓ **Residency.** Please provide documentation that the applicant resides at the business location (State ID, lease agreement, utility bill, letter from property owner, or other residency document).
- ✓ **Fees.** On approval, a \$50 fee is required for a temporary occupational license, as well as a one-time fee of \$190 for home based businesses. The Department of Revenue may require additional fees depending on the type of business and your gross revenues.

## Home Based Business Limitations

LIMITATIONS



**Food.** Home based businesses that sell or cook food products must either cook at an off-site commercial kitchen or comply with State Cottage Food Laws. See [LA RS 40:4.9](#) for more info.



**Vehicles.** Home Based Businesses permit the parking of only one business vehicle (i.e taxicab, pick-up truck) at the residence. All other commercial vehicles are not permitted and should not be parked in a residential area. It is the responsibility of the business owner to locate an off-site commercial space for such vehicles.



**Prohibited HBBs.** Any type of motor vehicle service and repair, taxicab or other vehicle dispatch, or beauty salons are prohibited home occupations.

### Don't qualify?

If your business does not qualify as a home based business, you must apply at a commercial location that is zoned for the business. You can find property zoning information online at the [Property Viewer](#). Contact the Zoning Division if you have questions (504) 658-7200.



**City of New Orleans**  
Mayor LaToya Cantrell