

## **AUCTION APPLICATION CHECKLIST**

1. Notarized Application must be received by this office a minimum of three (3) days prior to the date of your anticipated sale.
2. A Notarized statement shall be furnished to the Director of Finance setting forth the time, date and place of proposed sale; the names and addresses and Louisiana Auctioneer=s License Number of all auctioneers conducting the sale; the City or Parish Auctioneer=s License Numbers, and a general description of the type, kind, or character, and quantity of items sold. This statement must be received by this office a minimum of three (3) calendar days prior to the date of your proposed sale.
3. Any person desiring a license shall, in addition to complying with the provisions of the Auction Ordinance and before a license shall be issued, furnish a bond to the City of Baton Rouge duly executed by such applicant as principal in the sum of \$5,000.00, a bond issued by a Surety Company authorized to do business in the State of Louisiana which shall be payable to the City of Baton Rouge, Louisiana, to be approved by the Director of Finance of the City of Baton Rouge. (See Section 254 for further information concerning this bond).
4. That before any license shall be issued, the applicant must submit proof of a current Occupational License. Table 1 will be used for auction house applicants and table 4 will be used if the applicant is an auctioneers.
5. That before any license shall be issued, the applicant shall pay to the City of Baton Rouge or to the Parish of East Baton Rouge, a license fee of \$50.00 for residents of the State of Louisiana and \$100.00 for a non-resident of the State of Louisiana.
6. Anyone calling(verbally accepting bids, making sales) at an auction will be required to have a valid auctioneers license.

It is absolutely necessary that you read and understand the City of Baton Rouge or Parish of East Baton Rouge ordinance which regulates the licensing for the sale of goods at auctions in this City of Parish. This check list is by no means complete but is only intended to assist you in submitting your application.

Please note again that this application and all other documents required by the ordinance must be received in this office a minimum of three (3) days prior to the date on which you anticipate holding your auction.

If you have any questions concerning this ordinance, please contact this office at 225-389-3084.

### **\*\*IMPORTANT NOTICE\*\***

A **copy** of your Auctioneer's License issued by the Louisiana Auctioneers Licensing Board must be attached to your application (**Do not send the original license**)

**Louisiana Auctioneers Licensing Board**  
11736 Newcastle Avenue, Bldg.2, Suite C, Baton Rouge, LA 70816 Ph: (225) 295-8420 Fax: (225)372-8584  
[admin@lalb.org](mailto:admin@lalb.org) [www.lalb.org](http://www.lalb.org)

**CITY OF BATON ROUGE AND/OR PARISH OF EAST BATON ROUGE  
DEPARTMENT OF FINANCE/REVENUE DIVISION  
P. O. BOX 2590  
BATON ROUGE, LOUISIANA 70821**

**APPLICATION FOR AUCTIONEER LICENSE**

1. Name of Applicant \_\_\_\_\_
2. Name of Applicant's Business \_\_\_\_\_
3. Permanent Mailing Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_
4. Date Louisiana State Auctioneer License Issued \_\_\_\_\_  
**\*\*(A COPY OF THIS LICENSE MUST BE ATTACHED TO THIS APPLICATION)**
5. Louisiana State Auctioneer's License Number \_\_\_\_\_
6. Do you have a City or Parish Sales Tax Certificate? \_\_\_\_\_  
If so, give your Sales and Use Tax Account Number \_\_\_\_\_
7. Do you hold a City or Parish of East Baton Rouge Retail Occupational License? \_\_\_\_\_
8. Do you maintain a permanent established business location within the City of Baton Rouge or the Parish of East Baton Rouge? \_\_\_\_\_  
If so, list address: \_\_\_\_\_
9. Do you have in your possession, or have you read, the City and/or Parish Ordinance (whichever is appropriate) which regulates the licensing of Public Auctions? \_\_\_\_\_
10. Have you complied with all of the provisions of this Ordinance? \_\_\_\_\_  
 \$50.00 fee     \$100.00 Fee

Signature \_\_\_\_\_

Date \_\_\_\_\_

**THUS DONE AND PASSED BEFORE ME  
AT MY OFFICE AT**

\_\_\_\_\_  
**ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_**

\_\_\_\_\_  
**NOTARY PUBLIC**