

INFORMATION SHEET FOR MANUFACTURER LICENSE
FOR LOUISIANA DEALERS

1. Must be a manufacturer of new boats, new boat motors, new motorcycles , new atv's, new trailers, and new motorhomes. If items are sold directly to the public, must also obtain a dealer license.
2. Complete, sign and have notarized a manufacturer application.
3. Must have a business telephone listed in the business name and installed at the place of business which is listed on the application. **NO CELLULAR PHONES.**
4. Must comply with all local zoning laws. If located inside the city limits, a city official must execute the zoning form; if outside, the police jury needs to execute form.
5. Must have a permanently affixed sign listing the trade name exactly as that for which a license is to be issued. The sign must be placed in front of the business and clearly visible from the street or roadway as a minimum of 16 square feet (4' x 4') and subject to all zoning laws. Submit a picture of the permanent sign.
6. Complete, sign and have notarized a sales representative application. You must have at least (1) licensed sales representative, unless you are already licensed to sell new products.
7. Submit a list of Louisiana dealers who are authorized to sell your products.
8. Submit a sample of your franchise and/or dealer agreement to be used by authorized Louisiana dealers. This agreement must indicate brand names of items manufactured.
9. Remit the appropriate fees:

Manufacturer license.....	\$100.00
Sales Representative license.....	\$100.00
Criminal Record check (if applicable).....	\$ 35.00
10. Credit cards will not be accepted; cash, check, cashier's check or money order only.
11. A physical inspection will be conducted before license is issued.
12. If you also distribute your products to other dealers, you must obtain **BOTH** a manufacturer's license and a distributor's license.

(6/07)