



# New Business Checklist

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14100 Airline Highway, St. George, LA 70817 | P: 225.228.3200 | [stgeorgela.gov](http://stgeorgela.gov)

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The City of St. George is committed to encouraging, supporting, and assisting new business development in our area. Development provides a major contribution to economic growth. The following is a guide for individuals who are interested in starting a new business in our city. The checklist includes the local, state, and federal departments or agencies that issue licenses and permits as well as the requirements for opening a new business. You must contact each of the offices designated for the specific purpose noted. We hope you find this information useful.

## **OCCUPATIONAL LICENSES**

**PERMIT DEPARTMENT**

**PLANNING AND ZONING**

**SECRETARY OF STATE**

**LOCAL SALES TAX**

**STATE SALES TAX**

**HEALTH DEPARTMENT**

**LOCAL ALCOHOL BEVERAGE CONTROL**

**STATE ALCOHOL BEVERAGE COMMISSION**

**UNEMPLOYMENT INSURANCE AND WORKER'S COMPENSATION**

**FEDERAL TAXES/TAXPAYER ASSISTANCE**

**EAST BATON ROUGE SHERIFF'S OFFICE**

**EAST BATON ROUGE PARISH ASSESSOR**



## **OCCUPATIONAL LICENSES**

All businesses, including home-based occupations, are required to register their business with the city on an annual basis.

You will need:

- Corporation - Copy of Picture ID, Copy of State Charter Certificate, Listing of Officers and Partners, and Copy of EBR Parish Sales Tax Certificate
- Limited Liability Company (LLC) - Copy of Picture ID, Copy of State Charter Certificate, Listing of Officers and Partners, and Copy of EBR Parish Sales Tax Certificate
- Limited Partnership - Copy of Picture ID, Copy of State Charter Certificate, Listing of Officers and Partners, and Copy of EBR Parish Sales Tax Certificate
- Sole Proprietorship - Copy of Picture ID

## **PERMIT DEPARTMENT**

You must contact the City of St. George Building Department for permitting and inspection matters related to construction, remodeling, additions, electrical, mechanical, plumbing and commercial occupancy.

## **PLANNING AND ZONING**

You must contact the City of St. George Planning and Zoning Department to check if your property is properly zoned for your business, to check on building setback (bulk regulations), parking requirements, floodplain elevation requirements, architectural standards, sign regulations, and other zoning related requirements. You may view the sign ordinance on our website.

You will need:

- Location Address
- Survey Map
- Legal Description of Property
- Plot Plan showing building placement, floor plan, and site layout

## **SECRETARY OF STATE**

You must contact the Secretary of State's Office if you wish to incorporate your business.

Secretary of State  
8585 Archives Ave.  
Baton Rouge, LA 70809  
[www.sos.la.gov](http://www.sos.la.gov)

You will need:

- Articles of Incorporation
- Initial Report



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## **LOCAL SALES TAX**

All items for retail sale must be charged the appropriate sales tax and remitted to the City-Parish Finance Department Revenue Division.

City-Parish Finance Department  
Revenue Division  
222 St. Louis Street, Room 404  
Baton Rouge, LA 70802  
225-389-3084  
[www.brgov.com/dept/finance](http://www.brgov.com/dept/finance)

**Local Tax Rate Total: 6%**

You will need:

- Cash or Certified Funds Only
- Picture ID
- Corporate Charter (if Corporation)
- Partnership Agreement (if Partnership)

## **STATE SALES TAX**

All new businesses must contact the Louisiana Department of Revenue and Taxation for the following:

- Sales Tax Registration
- State I.D. Number
- State Income Tax Withholding

Louisiana Department of Revenue and Taxation  
617 North 3<sup>rd</sup> Street  
Baton Rouge, LA 70802  
225-219-7462 (Sales Tax)  
225-219-0102 (Income Tax)  
[www.rev.state.la.us](http://www.rev.state.la.us)

## **HEALTH DEPARTMENT**

You must contact the Parish Health Unit if you are selling food, beverages, and/or alcohol. The Health Unit also regulates private sewer and Mo-dad systems.

East Baton Rouge Parish Health Unit  
Sanitation Section  
353 North 12<sup>th</sup> Street  
Baton Rouge, LA 70802  
225-242-4860, Ext. 5  
[www.dhh.louisiana.gov/](http://www.dhh.louisiana.gov/)

You will need:

- Location Address
- Zoning Clearance



## **LOCAL ALCOHOL BEVERAGE CONTROL**

You must contact the following agency if you are selling alcoholic beverages:

Office of Alcohol Beverage Control  
City of Baton Rouge/Parish of East Baton Rouge  
10500 Coursey Blvd, Suite 202  
Baton Rouge, LA 70816  
(225) 925-4041

<http://brgov.com/dept/parishattorney/abc.htm>

You will need:

- Local Sales Tax Registration or Clearance
- Approved Health Permit (EBR Health Unit)
- Copy of Lease Agreement or Assessment Certificate
- Copy of Purchase Agreement if Purchasing the Property
- Completed & Notarized Schedule A on each Owner
- Completed & Notarized Schedule A on each Owner's Spouse
- Final Inspection Report (City of Central Dept. of Public Works)
- Zoning Confirmation Letter (City of Central Planning and Zoning Dept.)
- Proper Zoning (if necessary)
- Occupational License
- Copy of each owner's driver's license
- Copy of each spouse's driver's license
- Vendor/Server Training Class
- Attendance Certification

## **STATE ALCOHOL BEVERAGE COMMISSION**

You must contact the following agency if you are selling alcoholic beverages:

- State and Local Sales Tax Clearance Certificates
- Notice of Intent Application
- Beer & Liquor Licenses

Louisiana Office of Alcohol and Tobacco Control  
8585 Archives Ave, Suite 305  
Baton Rouge, LA 70896  
(225) 925-4041  
[www.atc.rev.state.la.us](http://www.atc.rev.state.la.us)



You will need:

- Copies of Advertisements in Newspaper Declaring Intent to Apply
- Corporate Charter (if Corporation)
- Partnership Agreement (if Partnership)
- Lease Agreement
- Diagram of Building
- Square Footage of Building
- Square Footage of Patrons' Area

## **UNEMPLOYMENT INSURANCE AND WORKER'S COMPENSATION**

All new businesses with employees must contact the following agency:

- Unemployment Insurance Tax
- Worker's Compensation

Louisiana Workforce Commission  
1001 North 23<sup>rd</sup> Street, 4<sup>th</sup> floor  
Baton Rouge, LA 70802  
225-342-3111  
[www.laworks.net](http://www.laworks.net)

You will need:

- LDOLES-1 Status Report

## **FEDERAL TAXES/TAXPAYER ASSISTANCE**

All new businesses must contact the Internal Revenue Service for the following:

- Federal I.D. Number
- Federal Income Tax Withholding
- Federal Unemployment Insurance Tax

Internal Revenue Service  
2600 Citiplace Centre  
Baton Rouge, LA 70808  
225-343-8625  
Business Income Tax - 1-800-829-4933  
Individual Income Tax - 1-800-829-1040  
[www.irs.gov](http://www.irs.gov)



**CITY OF ST. GEORGE  
MUNICIPAL SERVICES**  
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## **EAST BATON ROUGE SHERRIFF'S OFFICE**

You must contact the East Baton Rouge Sherriff's Office to register your alarm system.

Alarm Enforcement Division  
8900 Jimmy Wedell Dr.  
Baton Rouge, LA 70807  
(225) 389-7838  
email - [Alarms@ebrso.org](mailto:Alarms@ebrso.org)  
[www.ebrso.org](http://www.ebrso.org)

## **EAST BATON ROUGE PARISH ASSESSOR**

You must report all moveable assets used in your business to the following agency:

East Baton Rouge Parish Assessor  
222 St. Louis St.  
Baton Rouge, LA 70802  
(225) 389-3920  
[www.ebrpa.org](http://www.ebrpa.org)