

# Guide for Starting a New Business



The City of Baton Rouge and Parish of East Baton Rouge is committed to encouraging, supporting, and assisting new business development in the parish. The Revenue Division has established a Taxpayer Assistance Section, which provides individuals and businesses within the parish with licenses, permits and other requirements for the operation of a business. Business development provides a major contribution to economic growth.

The Revenue Division has prepared a guide for individuals who are interested in starting a new business in the parish. The guide includes a list of local, state, and federal departments or agencies that issue licenses and permits and have other requirements for opening a new business. You must contact each of the offices designated for the specific purposes noted. The requirements of each governmental agency, as well as the applicable fees charged, are included and are subject to change.

You may also find more information on our website at [Finance Department | Baton Rouge, LA](#)

We hope you will find this information useful. You may contact the Revenue Division at 225-389-3084 for local tax matters.

REVENUE DIVISION



**SECRETARY OF STATE**

You must contact this office if you wish to incorporate your business:

Secretary of State  
8585 Archives Ave.  
Baton Rouge, LA 70809  
225-925-4704  
<https://www.sos.la.gov/>



**ZONING CLEARANCES**

You must contact one of the following agencies for a zoning clearance. The owner, a corporate officer, or legal representative must complete and sign the application.

<b>City-Parish Permit &amp; Inspection Division</b>	<b>City of Baker Finance Department</b>	<b>City of Zachary City Hall/Permit Dept.</b>	<b>City of Central Finance Department</b>
300 North 10 <sup>th</sup> Street Old Baton Rouge Jr. High School 225-389-3226 <a href="#">Permits &amp; Inspections   Baton Rouge, LA</a>	3325 Groom Road City Hall-Baker 225-778-0850 <a href="http://www.cityofbakerla.com">www.cityofbakerla.com</a>	4650 Main Street Zachary, LA 70791 225-654-6873 <a href="http://www.cityofzachary.org">www.cityofzachary.org</a>	6703 Sullivan Rd. Central, LA 70818 225-262-5000 <a href="http://www.centralgov.com">www.centralgov.com</a>

**What you will need:**

Zoning Clearances:  
Commercial \$65  
Cash, Visa, MC & Discover  
5% fee for Credit Cards

**Contact applicable jurisdiction for information**



**LOCAL SALES TAX FOR EBR**

**Finance Department/Revenue Division**

222 St. Louis Street  
City Hall, Room 404  
225-389-3084

To register online for sales and use tax: [Online Sales Tax Payments | Baton Rouge, LA](#)

**What you will need:**

Cash or certified funds only  
Picture Identification  
Corporate Charter (if corporation)  
Partnership Agreement (if partnership)  
  
For no-fixed location or flea market  
\$100 deposit - cash or certified funds





## OCCUPATIONAL LICENSE

All new businesses must contact the following agencies to register for either a local business license. The owner, a corporate officer, or legal representative must complete and sign the application.

<b>City-Parish</b> <b>Finance/Revenue</b> 222 St. Louis Street City Hall, Rm. 404 225-389-3084 <a href="#">Revenue collection Division   Baton Rouge, LA</a>	<b>City of Baker</b> <b>Finance Department</b> 3325 Groom Road City Hall-Baker 225-778-1751 <a href="http://www.cityofbakerla.com">www.cityofbakerla.com</a>	<b>City of Zachary</b> <b>City Hall/Permit Dept.</b> 4650 Main Street Zachary, LA 70791 225-654-6873 <a href="http://www.cityofzachary.org">www.cityofzachary.org</a>	<b>City of Central</b> <b>Finance Department</b> 6703 Sullivan Rd. Central, LA 70818 225-262-5000 <a href="http://www.centralgov.com">www.centralgov.com</a>
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\$25 - \$50 Fee (call appropriate office for cost of each license)

Cash or Check

**What you will need:**

- Picture Identification
- Corporate Charter (if corporation)
- Partnership Agreement (if partnership)



## PLANNING & ZONING

You must contact one of the following agencies only if you are re-zoning the property. The owner, a corporate officer, or legal representative must complete and sign the application.

<b>City/Parish</b> <b>Planning Commission</b> 1100 Laurel St Ste. 104 225-389-3144 <a href="#">Planning Commission   Baton Rouge, LA</a>	<b>City of Baker</b> <b>Inspection Division</b> 3325 Groom Road 225-778-0850 <a href="http://www.cityofbakerla.com">www.cityofbakerla.com</a>	<b>City of Zachary</b> <b>City Hall Annex</b> <b>Planning and Zoning</b> 4650 Main Street 225-654-1935 <a href="http://www.cityofzachary.org">www.cityofzachary.org</a>
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\$375 for first acre  
\$75 each additional acre

Check or money order

**What you will need:**

City of Central  
6703 Sullivan Rd  
Central, LA 70818  
225-262-5000  
[www.centralgov.com](http://www.centralgov.com)

- Location Address
- Survey Map
- Legal Description of Property
- Scale Layout of Proposal

**Contact applicable jurisdiction for information**





**HEALTH DEPARTMENT**

You must contact the Health Unit if you are selling food, beverages, and/or alcohol.

**East Baton Rouge Parish Health Unit**

**Sanitation Section**

353 North 12th Street  
225-242-4860 ext. 5  
Baton Rouge, LA 70802  
[new.dhh.louisiana.gov](http://new.dhh.louisiana.gov)

\$100 Restaurant Fee  
\$100 Bar/Lounge Fee  
\$175 Restaurant/Lounge Fee  
Check or Money Order payable to: DHHOPH

**What you will need:**

Location Address  
Zoning Clearance



**LOCAL ALCOHOL BEVERAGE CONTROL**

You must contact one of the following agencies only if you are selling alcoholic beverages:

**City of Central  
Alcohol Beverage Control**  
9048 Airline Hwy  
Baton Rouge, LA 70815  
225-389-3364  
[www.centralgov.com](http://www.centralgov.com)

**City of Baker  
City Hall Annex**  
Finance Department  
3325 Groom Road  
225-778-1751  
[www.cityofbakerla.com](http://www.cityofbakerla.com)

**City of Zachary  
City Hall/Permit Department**  
4650 Main Street  
Zachary, LA 70791  
225-654-6873  
[www.cityofzachary.org](http://www.cityofzachary.org)

Cash or Certified Funds

**Contact applicable jurisdiction for information**

Notice of Intent Application \$564 Fee  
Beer & Liquor Licenses \$20-505 Fee per License Type  
Service Permits Call ABC Office

**What 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 Property
- Completed & notarized Schedule A on each owner
- Completed & notarized Schedule A on each owner's spouse
- Permit and Inspection Division (Department of Development)
- Zoning Conforming Letter
- Property zoning (if necessary)
- Occupational License
- Copy of each owner's drivers license
- Copy of each spouse's drivers license
- Vendor/Server Training Class
- Attendance Certificate





**STATE ALCOHOL BEVERAGE COMMISSION**

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

**ATC Commission**

7979 Independence Blvd. STE 101  
Baton Rouge, LA 70806  
225-925-4041  
[www.atc.rev.state.la.us](http://www.atc.rev.state.la.us)



**STATE SALES AND INCOME TAXES**

All new businesses must contact the following agency:

**Louisiana Department of Revenue and Taxation**

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

**Sales Tax Registration**

State I.D. Number  
State Income Tax Withholding  
225-219-0102 Income Tax



**UNEMPLOYMENT INSURANCE & WORKER'S COMPENSATION**

All new businesses must contact the following agency:

**Louisiana Workforce Commission**

1001 North 23rd Street  
Baton Rouge, LA 70802  
225-342-3111  
[www.laworks.net](http://www.laworks.net)





**FEDERAL TAXES**

All new businesses must contact the following agency:

**Internal Revenue Service/Taxpayer Assistance**

2600 City Place 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)



**BATON ROUGE POLICE DEPARTMENT**

You must contact the Police Department if you wish to buy and sell used goods.

**Second Hand Dealers License**

<b>Alarm Enforcement Division</b>	Fee: \$20 - Employee
9000 Airline Hwy	\$25 - Owner
Baton Rouge, LA 70815	Cash, Check or Money Order
225-389-3802	

<b>What you will need:</b>	Background check on all applicants
	Convicted felons cannot possess a second hand Dealer's license.
	Picture Identification

**Pawnshop Broker License**

<b>Alarm Enforcement Division</b>	Fee: \$15 - Employee
9000 Airline Hwy	\$25 - Owner
Baton Rouge, LA 70815	Cash or Check
225-389-3802	

<b>What you will need:</b>	Picture Identification
	Background check on all applicants
	Convicted felons cannot possess a pawnbroker license and cannot work in a pawnshop business.

