

New Business Checklist

Plaquemines Parish Sheriff's Office Hours 8:00 am - 4:30 pm

1 <input type="checkbox"/> Federal Employee Identification Number www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online Obtain Federal Employee Identification Number	2 <input type="checkbox"/> Louisiana Secretary of State www.geauxbiz.sos.la.gov Register Your Business with the Louisiana Secretary of State
3 <input type="checkbox"/> Louisiana Department of Revenue and Taxation www.revenue.louisiana.gov/Businesses/BusinessRegistration Register Your Business to collect State Sales Tax	4 <input type="checkbox"/> Plaquemines Parish Clerk of Court www.clerk25th.com/wp-content/uploads/2020/10/Recording_BUSINESS_TRADE-NAME-AFFIDAVIT.pdf Register Your Business Trade Name 301 Main St. Ste. 108 Belle Chasse LA 70037 504-934-6610 Hours 8:30 am - 4:30 pm
5 <input type="checkbox"/> Plaquemines Parish Sales Tax Division www.plaqueminesparish.com/215/Sales-Tax-Division Register Your Business to Collect Parish Sales Tax 333 F. Edward Hebert Boulevard Building 102, Suite 345 Belle Chasse, LA 7003 504-934-6440 Hours 8:00 am - 4:30 pm	6 <input type="checkbox"/> Plaquemines Parish Sheriff's Office www.ppsso.net/upages.php?id=94 Occupational License Application Alcohol Beverage License 8022 Hwy 23 Belle Chasse, LA 7003 504-934-6892 Hours 8:00 am - 4:30 pm
7 <input type="checkbox"/> Obtained ALL Inspections REQUIRED by Zoning & Permits "Occupational License WILL NOT be Issued until all Zoning requirements and inspections have been met"	

For your convenience, listed below are various agencies you may be required to contact, depending on your specific type of business.

Federal Government – Alcohol, Tobacco & Firearms Bureau One Galleria Blvd. – Suite 1700 Metairie, LA 70001 Tel. No. 504-841-7000
Louisiana Department of Education (Child Care Licensing) 1201 North Third Street (Claiborne Building) Baton Rouge, LA 70802 Tel. No. 225-342-9905
Louisiana State Alcoholic Beverage & Tobacco Control 1450 Poydras Street (Benson Tower) – Suite 850 New Orleans, LA 70112 Tel. No. 504-568-7028 (SPECIAL EVENT)
Louisiana State Department of Used Motor Vehicles and Parts Commission 3132 Valley Creek Drive Baton Rouge, LA 70808 Tel. No. 225-925-3870 Toll Free: 800-256-2977
Louisiana Office of State <u>Fire Marshal</u> 1450 Poydras Street (Benson Tower) – Suite 1500 New Orleans, LA 70112 New Orleans Office: Tel. No. 504-568-8506 Fax No: 504-568-8511