

# New Business Checklist

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

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| <b>1</b><br><b>Federal Employee Identification Number</b><br><a href="http://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online">www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online</a><br><b>Obtain Federal Employee Identification Number</b>  | <b>2</b><br><b>Louisiana Secretary of State</b><br><a href="http://geauxbiz.sos.la.gov">geauxbiz.sos.la.gov</a><br><b>Register Your Business with the Louisiana Secretary of State</b>   |
| <b>3</b><br><b>Louisiana Department of Revenue and Taxation</b><br><b>(This is require only if your business collects State Sales Tax)</b><br><a href="http://www.revenue.louisiana.gov/Businesses/BusinessRegistration">www.revenue.louisiana.gov/Businesses/BusinessRegistration</a><br><b>Register Your Business to collect State Sales Tax</b>   | <b>4</b><br><b>Plaquemines Parish Clerk of Court (Optional)</b><br><a href="http://www.clerk25th.com/wp-content/uploads/2020/10/Recording_BUSINESS_TRADE-NAME-AFFIDAVIT.pdf">www.clerk25th.com/wp-content/uploads/2020/10/Recording_BUSINESS_TRADE-NAME-AFFIDAVIT.pdf</a><br><b>Register Your Business Trade Name</b><br>301 Main St. Ste. 108 Belle Chasse LA 70037<br>504-934-6610 Hours 8:30 am - 4:00 pm |
| <b>5</b><br><b>Plaquemines Parish Sales Tax Division</b><br><a href="http://www.plaqueminesparish.com/215/Sales-Tax-Division">www.plaqueminesparish.com/215/Sales-Tax-Division</a><br><b>Register Your Business to Collect Parish Sales Tax</b><br><b>(THIS IS REQUIRED FOR ALL NEW BUSINESSES)</b><br>333 F. Edward Hebert Boulevard<br>Building 102, Suite 345 Belle Chasse, LA 7003<br>504-934-6440 Hours 8:00 am - 4:00 pm | <b>6</b><br><b>Plaquemines Parish Sheriff's Office</b><br><a href="http://www.munilicense.com">www.munilicense.com</a><br><b>Occupational License Application</b><br><b>Alcohol Beverage License</b><br>8022 Hwy 23 Belle Chasse, LA 7003<br>504-934-6892 Hours 8:00 am - 4:30 pm  |
| <b>7</b><br><b>Obtained ALL Inspections REQUIRED by Zoning &amp; Permits</b><br><b>"Occupational License WILL NOT be Issued</b><br><b>until all Zoning requirements and inspections have been met"</b><br><b>333 F. Edward Hebert Boulevard</b><br><b>Building 300, Belle Chasse, LA 70037</b><br><b>504-934-6130 Hours 8:00 am - 4:00 pm</b>  |  |

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

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