

ST. CHARLES PARISH

LOUISIANA

STARTING
A NEW
BUSINESS



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STARTING A NEW BUSINESS IN ST. CHARLES PARISH

St. Charles Parish is committed to encouraging, supporting, and assisting new business development in the parish. Business development provides a major contribution to our parish's economic growth.

A guide has been prepared for companies or individuals who are interest in starting a new business within the parish. This 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.

We hope you will find this information useful. All department's contact information can be found within this packet.

WHERE TO START:

STATE OF LOUISIANA

Geaux Biz

geauxbiz.sos.la.gov/

- Establish your business using Louisiana Secretary of State's Geaux Biz website.
- Geaux Biz will direct you step-by-step on your business at the state level.



**Sign In
or
Create Account**

Welcome to Louisiana geauxBIZ

geauxBIZ is your one-stop site for launching your new business in the state of Louisiana. After creating an account, you can:

- Create a checklist to help plan, make key financial decisions and complete legal activities prior to launching your new business
- Reserve a business name for your new business
- Register your business with the Louisiana Secretary of State, the Louisiana Department of Revenue, and the Louisiana Workforce Commission
- File amendments, such as annual reports, with the Louisiana Secretary of State

Steps for Starting a Business ▶

Create a Business License Checklist	File a Name Reservation with the Louisiana Secretary of State	File with: • Louisiana Secretary of State • Louisiana Department of Revenue • Louisiana Workforce Commission	Launch and grow your business	File amendments, including annual reports, with the Louisiana Secretary of State
STEP 1	STEP 2	STEP 3	START-UP	MAINTAIN

ST. CHARLES PARISH

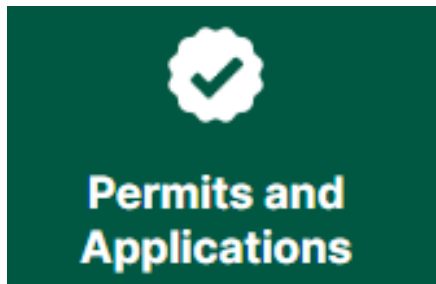
Below are the steps needed to follow in order to open a business within St. Charles Parish after completing the step above.

1) PLANNING & ZONING CLEARANCE

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

Planning and Zoning

14996 River Road
P.O. Box 302
Hahnville, LA 70057
(985) 783-5060
stcharlesparish.gov



What you will need:

- Completed application form
- Copy of lease or act of sale to property
- Fee payable to St. Charles Parish Department of Finance
- "General Inspection" report from the LA State Fire Marshal
 - Call (504) 568-8506
- Sewer verification
 - Community Sewer - (985) 783-5100
 - Private Treatment - (985) 764-4376
- Site plan showing building size and location, parking lot, loading zone, landscaping and sidewalks

If changes or upgrades to the site are made, permits may be required:

- Sign permit
- Electrical trade permit, Plumbing trade permit
- Commercial renovation permit

Additional Items May be Required For Some Businesses:

- Wastewater permit for any type of vehicle washing
- LA Department of Health & Hospital's Certificate for food sales (985) 764-4376
- Contract from a hazardous waste hauler for automobile repair services
- Certification from Cosmetology Board or Barber Board (225) 756-3404
- or (225) 925-1701
- Determination of locational compliance for alcoholic beverages sales

If considered Home Occupancy, see Home Occupancy Business on page 4

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2) SALES & USE TAX

After receiving the Planning & Zoning Certificate of Occupancy, the owner of the business must bring the required documentation and register with the Sales Tax Office.

Sales and Use Tax Department

13855 River Road

Luling, LA 70070

(985) 785-3125

salestax@WeAreSCPPS.org

scpsalestax.com

What you will need:

- Planning & Zoning Certificate of Occupancy
- Driver's License
- Sales Tax Application

*For parades, carts must put down a \$100 deposit per cart. Once the actual return is filed, either a balance will be billed or an overpayment will be refunded.

You may also register for an account, file and pay online for sales and use tax: parishe-file.revenue.louisiana.gov

**If you apply on Parish E-File and live:*

- in St. Charles Parish, you will receive a phone call or e-mail as further documentation is needed (P&Z Certificate of Occupancy and Driver's Licenses, signed & witnessed Taxpayer Responsibility Acknowledgement form)
- outside of St. Charles Parish, you will receive your account information and registration certificate, and a Taxpayer Responsibility Acknowledgment form to sign and witness via e-mail or mail.

COMBINED LOCAL RATE	STATE RATE	TOTAL RATE
5.00%	5.00%	10.00%

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3) OCCUPATIONAL LICENSE

All new businesses must contact the Occupational License Department (Tax Division of the Sheriff's Office) in order to complete the process and obtain your occupational license for St. Charles Parish.

****This License is renewable on a yearly basis****

Tax Division of the Sheriff's Office

15045 River Road
P.O. Box 440
Hahnville, LA 70057
(985) 783-6237

stcharlessheriff.org/113/licenses



What you will need:

- Completed Occupational Licenses Application with \$50 fee
 - After June 30th, the fee becomes \$25
 - (check or money order)
- Certificate of zoning compliance from the Planning and Zoning Department (Step 1)
- Health Permit (if applicable)
- Sales Tax registration certificate from the Sales Tax Office (Steps 2)
- If your business is Incorporated or an LLC - Provide a letter of Incorporation or Limited Liability Corporation Document

****All Occupational Licenses expire December 31st every year in St. Charles Parish****

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HOME OCCUPATION

A business operated from the owner's home must receive approval from the St. Charles Parish Planning & Zoning Department, the Sales & Use Tax Department and the Tax Division of the Sheriff's Office.

STEPS:

Apply for a permit with Planning & Zoning

- Call P&Z (ask for a Planner) to make sure your business can be operated as a home occupation.
- Local home based contractors will need to contact LSLBC (225) 765-2301, as this licensing will have to go to the Commission
- Apply for a Home Occupation Permit
- Upon receipt of the Home Occupancy Permit application, P&Z will place a sign in front of the applicant's residence, displaying the intent to operate a home-based business.
 - Administrative -- Ten (10) days
 - Commission -- About two (2) weeks prior to the meeting date

Evaluating the Application

- If the department does not receive negative commentary during the ten (10) day sign-posting period, the director may approve the application.
- If the department does receive negative comments, or if the proposed business fits any of the following criteria, the director will forward the application to the P&Z Commission for consideration.
 - The proposed business requires local, state, or federal agency approval of any phase of the operation (i.e., Board of Health, State Fire Marshal, etc.)

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HOME OCCUPATION CONT.

What you will need:

- A completed Home Occupation Application
- Act of Sale or Deed to the Property
- A notarized affidavit from the property owner if applicant is renting/leasing; located on application
- Photos of the vehicles, trailers and equipment to be used for business
- Health Department (985) 764-4376, approval for any proposed business that handles/prepares food or beverages
- State Fire Marshal approval (504) 219-4600, for any proposed business that would have customers coming to the home
- Louisiana State Licensing Board for Contractors (225) 765-2301, for home based contractors (Electrical, Construction, A/C, etc.)
- The accompanying \$25 or \$200 fee

Upon receiving your Certificate of Home Occupation, the same steps and documentation is required for the Sales & Use Tax and Occupational License departments as stated previously.

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BEER / TOBACCO LICENSE

If your business intends to serve or sell alcohol, it will require a Beer / Tobacco License from both the state and local agencies. To begin this process, it is best to call the St. Charles Parish Planning & Zoning Department.

This license is renewable on a yearly basis.

Important tips about this license:

- The proposed business cannot be within five hundred (500) feet of a public playground, a building used exclusively as a church or synagogue, a public library, a public school, or a licensed day care center, except a school for business education conducted as a business college.
 - The applicant must submit an application, signed by a registered surveyor or engineer, stating compliance with the five-hundred (500) feet rule.
- Submission of a completed and notarized Beer and/or Tobacco License application, along with the accompanying license fee.
- Publication of a public notice for two (2) consecutive weeks in the St. Charles Herald Guide.
- Outdoor Consumption requires a five (5) day sign posting period.
- Submission of a completed and notarized "Schedule A" by all managers. "Schedule A", administered by the Office of Alcoholic Beverage Control, provides detailed information on the applicant's background and documents the satisfaction of criteria and conditions listed in LA R.S. 26:79 and 279.
- Verification of United States citizenship and Louisiana residency, for the past two (2) years, by all owners and managers.
- Fingerprinting of all owners and managers.
- Submission of a completed Alcohol-Beer Operators Permit by all employees who will handle alcohol in the proposed business.

LOCAL AGENCIES' CONTACT INFORMATION

LOUISIANA DEPARTMENT OF HEALTH

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

Sanitation Department

16004 River Road
Norco, LA 70079
(985) 764-4376

ykeshia.blount@la.gov

ldh.la.gov/page/for-new-businesses

Hours of Staff in Office:

Tuesday & Thursday
8:00 am – 9:30 am

What you will need:

- Location Address
- Zoning Clearances

LOUISIANA ALCOHOL AND TOBACCO CONTROL

You must contact the Office of Alcohol and Tobacco Control if you are selling alcoholic beverages. Anyone applying for an alcohol license must have a state and locale tax clearance before they will be issued a permit.

Alcohol Beverage Outlet (ABO) Permit

St. Charles Parish

Sheriff's Office Headquarters

260 Judge Edward Dufresne Parkway
Luling, LA 70070
(985) 783-1280

stcharlessheriff.org/194/ABO-Permits

Hours of Operation:

Monday – Friday
8:30 am – 4:30 pm

*Appointment Only

What you will need:

- ID: Valid Driver's License or Louisiana State ID Card
- Cash: \$46 (application/renewal fee)
 - Cost includes fingerprints, ABO Permit, and state background check



STATE AGENCIES' CONTACT INFORMATION

LOUISIANA DEPARTMENT OF HEALTH

Mailing Address:

P.O. Box 629
Baton Rouge, LA 70821

Physical Address:

628 N. 4th Street
Baton Rouge, LA 70802

Contact Information:

Phone: (225) 342-9500

Fax: (225) 342-5568

ldh.la.gov

Hours of Operation:

Monday – Friday

8:00 am – 4:30 pm

LOUISIANA ALCOHOL BEVERAGE CONTROL

ATC

8585 Archives Ave., Suite 220

Baton Rouge, LA 70809

(225)925-4041

atc-business@atc.la.gov

atc.louisiana.gov/

ATC Region 1

(St. Charles Parish Contacts)

Regional Enforcement Director

Tiffany Daw

(225)772-1169

Special Agent in Charge

Austin Johnson

(225)400-8173

What 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 Patron's Area

****ATC only accepts money orders, cashier's checks, or certified checks.****

OTHER AGENCIES' CONTACT INFORMATION

SECRETARY OF STATE

Secretary of State
8585 Archives Ave.
Baton Rouge, LA 70809
(225) 925-4704
sos.la.gov

INCOME TAXES

Louisiana Department
of
Revenue and Taxation
617 North 3rd St.
Baton Rouge, LA 70802
Sales Tax - (225) 219-7462
Income Tax - (225) 219-0102
revenue.louisiana.gov

UNEMPLOYMENT INSURANCE & WORKERS COMPENSATION

Louisiana Workforce Commission
1001 North 23rd St.
Baton Rouge, LA 70802
(225) 342-3111
laworks.net/businesses

FEDERAL TAXES

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
irs.gov

