



## Checklist for Starting a New Business in Central, LA

The City of Central and the Parish of East Baton Rouge are 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.

### **SECRETARY OF STATE**

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

#### Secretary of State

8549 United Plaza Blvd.  
Baton Rouge, LA 70809  
(225) 925-4704

Fee to file for a Corporation - \$60

Fee to file for a LLC - \$75

[www.sec.state.la.us](http://www.sec.state.la.us)

#### **What you will need:**

- Articles of Incorporation
- Initial Report

### **DEPARTMENT OF PUBLIC WORKS**

You must contact the City of Central Department of Public Works for all permitting and inspection matters, certificates of occupancy, sign regulations, driveway permits, culvert installations, and other public works matters.

City of Central Public Works  
22801 Greenwell Springs Rd, Ste 3  
Central, LA 70739  
225-262-5000  
[www.centralgov.com](http://www.centralgov.com)

Ron Sigler, Community Services  
Roy Hutchinson, DPW Manager  
David Cody, Code Enforcement

## **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 70801  
225-389-3084  
[www.brgov.com/dept/finance](http://www.brgov.com/dept/finance)

<b>Local Tax Rate Total:</b>	<b>9.5%</b>
(Parish Sewer:	1/2%)
(Parish Street Improvements:	1/2%)
(City of Central:	2%)
(Central School District:	2.5%)
(State rate:	4%)

Sales tax forms may be downloaded at: <http://www.brgov.com/dept/finance/pdf/salestaxform-jpi.pdf>

## **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
- Picture Identification Required

Louisiana Department of Revenue and Taxation  
617 North 3<sup>rd</sup> Street  
Baton Rouge, LA 70801  
225-219-7356 (Sales Tax)  
225-219-0102 (Income Tax)  
[www.rev.state.la.us](http://www.rev.state.la.us)

## **OCCUPATIONAL LICENSES**

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

City of Central  
22801 Greenwell Springs Rd, Ste. 3  
Central, LA 70739  
225-262-5000  
[www.centralgov.com](http://www.centralgov.com)

Please contact the office for the cost of the license.  
Picture Identification required.

## **PLANNING AND ZONING**

You must contact the City of Central Planning and Zoning Department to check if your property is properly zoned for your business and to check on building setback requirements.

City of Central Planning & Zoning Department  
22801 Greenwell Springs Rd, Ste. 3  
Central, LA 70739  
225-262-5000  
[www.centralgov.com](http://www.centralgov.com)

Ron Sigler, Manager  
Lynn Oliver, Zoning Coordinator  
Woodrow Muhammad, Planner

You will need:

- Location Address
- Survey Map
- Legal Description of Property
- Scale Layout of Proposal (for non-existing structures)

## **HEALTH DEPARTMENT**

You must contact the Parish Health Unit if you are selling food, beverages, and/or alcohol. The Health Unit also regulates sewer and Modad 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/offices/?ID=79](http://www.dhh.louisiana.gov/offices/?ID=79)

You will need:

- Location Address
- Zoning Clearance

## **LOCAL ALCOHOL BEVERAGE CONTROL**

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

City-Parish Alcoholic Beverage Control Board  
10500 Coursey Blvd, Suite 202  
Clerk of Court Building  
Baton Rouge, LA 70818

You will need:

- Local Sales Tax Registration or Clearance
- Approved Health Permit (EBR Health Unit)
- Copy of Lease Agreement or Purchase Agreement if purchasing the property
- 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
- Vendor/Server Training Class
- Attendance Certification
- Completed and notarized Schedule A on each owner and spouse

## **STATE ALCOHOL BEVERAGE COMMISSION**

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

Louisiana Office of Alcohol and Tobacco Control  
8549 United Plaza Blvd., Suite 220  
Baton Rouge, LA 70809  
225-925-4041  
[www.atc.rev.state.la.us](http://www.atc.rev.state.la.us)

You will need:

- State and Local Sales Tax Clearance Certificates
- Notice of Intent Application
- Beer & Liquor Licenses
- Copies of Advertisements in newspaper declaring intent to apply
- Lease Agreement

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

All new businesses with employees must contact the following agency:

Louisiana Department of Labor  
1001 North 23<sup>rd</sup> Street, 4<sup>th</sup> floor  
Baton Rouge, LA 70802  
225-342-2944

You will need:

- LDOLES-1 Status Report

## **FEDERAL TAXES**

All new businesses must contact the following agency:

Internal Revenue Service  
2600 Citiplace Ct., Suite 375  
Baton Rouge, LA 70808  
225-923-4200

1-800-829-1040 – Taxpayer Assistance and Forms

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

## **BATON ROUGE POLICE DEPARTMENT**

You must contact the Baton Rouge Police Department if you wish to buy or sell used goods, obtain a pawnshop broker license, or if you need to install or register an alarm system.

Alarm Enforcement Division  
704 Mayflower Street  
Baton Rouge, LA 70802  
225-389-3805

You will need:

- Picture Identification
- A criminal history is checked on all applicants
- Convicted felons cannot possess a secondhand dealers license or a pawnbroker license

Sales and Use Tax Forms, Tax Rates, and Occupational License Information and Forms are available on the City of Central's website: [www.centralgov.com](http://www.centralgov.com).