

CHECKLIST



FOR

STARTING A NEW BUSINESS

**THIS INFORMATION FURNISHED COURTESY OF
CHRIS DAIGLE, PRESIDENT
IBERVILLE PARISH COUNCIL**

CHECKLIST FOR STARTING A NEW BUSINESS

The Parish of Iberville is committed to encouraging, supporting, and assisting new business development in the parish. Business development provides a major contribution to economic growth. This office provides individuals and businesses within this parish licenses, and other requirements for operation of a new business within Iberville Parish.

Following is a guide for individuals who are interested in starting a new business in the parish. The checklist indicates the local and state 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 fees necessary, are included on the checklist.

I hope you will find this information useful. If you need further assistance regarding the startup of a new business or local tax matters, please contact the Iberville Parish Sales Tax Department at (225)687-5200.

PROCEDURES FOR OPENING & REGISTERING A NEW BUSINESS TO OPERATE IN IBERVILLE PARISH

1. Apply with Louisiana State Department of Revenue to obtain a State Sales & Use Tax Registration Certificate.
 - a. If selling alcoholic beverages, you must apply with LA State Office of Alcohol & Tobacco Control to obtain State Alcoholic Beverage Permit.
2. Apply with Iberville Environmental Health Services to obtain Local Health Permit if business is selling food products and alcohol beverages.
3. Apply with the Iberville Parish Sales Tax Department for parish Sales & Use Tax Registration and Occupational License (If business is located outside municipalities corporate limits).

A clearance letter must be obtained from the Iberville Parish Sales Tax Department and submitted to the municipality where your business is located to complete the purchase your occupational license.

3. When applying for Alcohol Beverage License for a new business in the unincorporated areas of Iberville Parish, Local Beer & Liquor Applications must be initialed by councilman representing the area where business is to be located. See additional requirements for Beer & Liquor permits that are listed the on checklist for alcoholic beverage permits.

GOVERNMENTAL AGENCIES

Louisiana Department of Revenue
617 North Third Street
Baton Rouge, LA 70802
(225) 219-7318

Mailing Address:
P.O. Box 201
Baton Rouge, LA 70821

Iberville Environmental Health Services
58030 Meriam Street
Plaquemine, LA 70764
(225) 687-5882

Iberville Parish Sales Tax Department
58050 Meriam Street, 2nd Floor
Plaquemine, LA 70764
(225) 687-5200

Mailing Address:
P.O. Box 355
Plaquemine, LA 70765-0355

Office of Alcohol & Tobacco Control
7979 Independence Blvd., Ste. # 101
Baton Rouge, LA 70806
(225) 925-4041

LOCAL SALES TAX REGISTRATION

Iberville Parish Sales Tax Department
58050 Meriam Street, 2nd Floor
Plaquemine, LA 70764
(225) 687-5200
(225) 687-5226 (Fax)
www.ibervilleparish.com

Mailing Address:
P. O. Box 355
Plaquemine, LA 70765-0355

**What you will need:
A completed Sales & Use Tax Registration Application including the following information:**

- Physical location & mailing address
- Driver's License # & Social Security #
- If Corporation, LLC or other legal entity-Name of officers & members with 5% or more interest
- If selling food products & alcoholic beverages-Approved Health Permit issued by Local Health Department

OCCUPATIONAL LICENSE – UNINCORPORATED AREAS OF IBERVILLE PARISH

Iberville Parish Sales Tax Department
58050 Meriam Street, 2nd Floor
Plaquemine, LA 70764
(225) 687-5200
(225) 687-5226 (Fax)
www.ibervilleparish.com

\$50 Minimum Fee

If business is located in the corporate limits of any municipality in Iberville Parish, a clearance letter must first be obtained from the Sales Tax Office upon applying for an Occupational License with the municipality.

Call each appropriate town/city for cost of licenses.

- City of Plaquemine (225)687-3661
- Town of White Castle (225)545-3012
- Town of Maringouin (225)625-2630
- City of St. Gabriel (225)642-9600
- Village of Rosedale (225)648-2333
- Village of Grosse Tete (225)648-2131

What you will need:

- Business Establishment Type
- Local Sales Tax Registration Application

LOCAL HEALTH DEPARTMENT

You must contact the Health Department if you are selling food products and alcoholic beverages.

Iberville Environmental Health Services
58030 Meriam Street
Plaquemine, LA 70764
(225) 687-5882
(225) 687-5888 (Fax)

LOCAL BEER & LIQUOR LICENSES- UNINCORPORATED AREAS OF IBERVILLE PARISH

If opening a new business that is selling alcoholic beverages, you must contact the councilman in the area where your business will be located and have him/her initial the beer/liquor applications.

SEE ATTACHED CHECKLIST OF ITEMS NEEDED WHEN APPLYING FOR AN ALCOHOLIC BEVERAGE PERMIT WITH THE IBERVILLE PARISH SALES TAX DEPARTMENT.

STATE SALES TAX REGISTRATION

When opening a new business providing retail sales of goods and services, you must also apply for State Sales & Use Tax Registration with Louisiana Department of Revenue. They can be contacted as follows:

Louisiana Department of Revenue
617 North Third Street
Baton Rouge, LA 70802
(225)219-7318
www.revenue.louisiana.gov

You may also obtain State Sales Tax Clearance Certificates from the Louisiana Department of Revenue by calling (225)219-7462.

STATE ALCOHOL BEVERAGE COMMISSION

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

Office of Alcohol & Tobacco Control
7979 Independence Blvd., Ste. # 101
Baton Rouge, LA 70806
(225) 925-4041
www.atc.rev.state.la.us

CHECK LIST – Requirements for Iberville Parish Alcoholic Beverage Permits

- Background Check:** Application may be obtained from Iberville Parish Sales Tax Department (IPST).

- Fingerprint Cards:** - May be obtained from the local police department or sheriff's office, and must be completed for all Owners for the purpose of conducting a background check. The completed fingerprint cards, disclosure forms, and processing fee, must be submitted to IPST as specified below. See (*) and (**). **The processing time for completion of the background check is four (4) to six (6) weeks from the date of receipt by the Bureau.** The processing fee is \$ 26.00 per Owner(s) and should be made payable to Bureau of Criminal Identification & Information. Acceptable forms of payment are **money order, cashier's check or certified check.**
 - * **IF YOU ARE APPLYING AS A NEW BUSINESS,** the completed fingerprint cards, disclosure forms and processing fee must be submitted to IPST at the same time that you apply to Office of Alcohol & Tobacco Control (ATC) for your Notice of Intent (NOI) Posters.

 - ** **IF YOU ARE ACQUIRING AN ON-GOING BUSINESS,** and this location has held a valid, state issued alcoholic beverage within the last six (6) months your fingerprint cards, disclosure forms and processing fee must be submitted to IPST at the same time that you apply for your LA State Alcoholic Beverage Permit.

- Alcoholic Beverage Permit Application:** Double-check your paperwork to be certain that the owner name, trade name, mailing address and location address match exactly on ALL paperwork submitted. Legal names are required. No nicknames are accepted. The document **MUST** be signed by the APPLICANT.

- Proof of Publication and Newspaper Ad:** The **Proof of Publication** document, along with the newspaper ad showing that the "Notice of Application" was run in the city or parish's local newspaper (official journal) where your business will be located. These documents can be obtained from the publisher.

- Schedule A:** Must be completed for each owner, partner, officer, director, and stockholder or member owning more than 5% and for any appointed managers or other individuals who are responsible for the operation of business.

- Corporate Documents:** **The applicant must attest on the application that they are the true owners(s) of the business seeking to be permitted and that they are not seeking the permit as a means to allow any other person(s) to benefit.** If you are applying as **Corporation** or **LLC**, you must also **include Articles of Incorporation and a copy of the Secretary of State certificate.** If applying as a **Partnership**, you must submit a **notarized Partnership Agreement** list all partners, and a percentage of ownership in the partnership.
 - If applying as any other entity type than those listed above, corporate paperwork is required.

- Lease:** If applicant is not the owner of the premises, a copy of the signed and dated written lease or management agreement must be submitted.

- State Sales Tax Clearances:** A copy of your State Sales Tax Clearance Certificate must be submitted, unless otherwise noted. The State sales tax clearance may be obtained from the nearest office of the Louisiana Department of Revenue.

- Proper Application Fees:** Fees will be accepted after completion of background check. The local alcohol beverage fees will **NOT** be refunded. Acceptable methods of payment are cash, money order, cashier's check, or bank certified check.