

REGISTERING BRAND NAMES AND TRADEMARK

Brand names and trademarks of businesses may be registered with the Patent Office of the U.S. Department of Commerce. A search of the U.S. Trademark records is advised in order to determine if a proposed business name is available.

Middleton Library at Louisiana State University, the only Patent and Trademark Resource Center Library in Louisiana, has databases which are available to the public for patent searches. They also offer patent and trademark consultations.

Call (225) 578-4680 or visit

<http://www.lib.lsu.edu/sci/ptdl/index.htm>
for more information.

For more information on U.S. Patents and Trademarks, contact the U.S. Patent & Trademark Office, 600 Dulany Street, P O Box 1450, Alexandria, VA 22313-1450
(800) 786-9199

www.USPTO.gov

STATE TRADE NAMES AND CORPORATE REGISTRATION

In order to register for a state trade name or a corporate registration, contact the Louisiana Secretary of State, P. O. Box 94125, Baton Rouge, LA 70804-9125.

(225) 925-4704

www.sos.la.gov

ASCENSION PARISH LIBRARY

Donaldsonville

500 Mississippi Street
Donaldsonville
Phone: (225) 473-8052

Gonzales

708 S. Irma Blvd. Gonzales
Phone: (225) 647-3955

Galvez

40300 Hwy. 42 Prairieville
Phone: (225) 622-3339

Dutchtown

13278 Hwy 73 Geismar
Phone: (225) 673-8699

www.myAPL.org

TAXES

As employers, businesses are required by law to withhold state and federal income taxes and social security taxes from the wages of employees.

Employers must also pay employer social security tax and unemployment insurance tax.

EMPLOYEE/EMPLOYER TAXES SOCIAL SECURITY TAXES SELF-EMPLOYMENT TAXES

For business tax information concerning federal income, social security, and self-employment taxes, contact the Internal Revenue Service at (800) 829-4933.

www.irs.gov

State Sales Tax

Louisiana Department of Revenue and Taxation Central Registration
617 N. 3rd Street
Baton Rouge, LA 70802
(225) 219-7462 for new business registration
www.rev.louisiana.gov

Local Sales Tax

Ascension Parish Sales Tax Authority
1124 S. Burnside, Suite 300A
Gonzales, LA 70737
(225) 621-2635

Unemployment Insurance Tax

Louisiana Workforce Commission
Employer Status Unit
1001 N. 23rd St.
Baton Rouge, LA 70802

For all of your unemployment needs, contact the Louisiana Workforce Commission at 1-866-783-5567

www.laworks.net



Small BUSINESS Guide 2016



**A comprehensive guide to taxes,
permits, trademarks, licenses,
zoning, etc.**

Ascension Parish Library

Gonzales | Donaldsonville | Galvez | Dutchtown

Small Business Guide 2016

ASCENSION PARISH SMALL BUSINESS GUIDE

This guide is designed to assist prospective business owners in Ascension Parish by providing a directory of sources for licenses, permits, and information necessary for starting a new business. Every business operating in Ascension Parish must have proper state and local business licenses and permits. While this guide acts as a general directory for all businesses, there may be specific licenses and/or permits necessary for certain businesses which are not listed here. In addition, local businesses are encouraged to contact their local Chamber of Commerce for more information concerning businesses in Ascension Parish.



Donaldsonville Area
Chamber of Commerce
714 Railroad Ave.
Donaldsonville, LA 70346
(225) 473-4814

www.donaldsonvillechamber.org

Ascension Chamber of Commerce
1006 W. Hwy. 30
Gonzales, LA 70737
(225) 647-7487
www.ascensionchamber.com

LICENSE and PERMIT ADDRESSES

ZONING

*Building / Contractor Permits,
Addresses, Zoning, and Flood Zones.*

Ascension Parish Building
Department of Planning
42077 Churchpoint Road
Gonzales, LA 70737
(225) 621-5700

www.ascensionparish.net

OCCUPATIONAL LICENSES AND OTHER PERMITS

All businesses in Ascension Parish are required to obtain a local occupational license. Costs for licenses are based on annual gross receipts, and vary according to business classification.

Local permits for Beer and Liquor are also issued by these offices.

For businesses within the Donaldsonville city limits:

Donaldsonville City Hall
609 Railroad Ave.
Donaldsonville, LA 70346
(225) 473-4247

For businesses within the Gonzales city limits:

Gonzales City Hall
120 S. Irma Blvd.
Gonzales, LA 70737
(225) 647-2841

For businesses within the Sorrento town limits:

*Occupational License Only ... permits from
Ascension Parish Dept. of Planning (see above)*

Sorrento Town Hall
8173 Main St.
Sorrento, LA 70778
(225) 675-5337

For businesses in all other parts of Ascension Parish:

Ascension Parish Sales Tax
Authority
1124 S. Burnside, Suite 300A
Gonzales, LA 70737
(225) 621-2635

FOOD PERMITS

Department of Health and Hospitals
Office of Public Health
Environmental Services
1024 S. East Ascension Complex
Blvd.
Gonzales, LA 70737
(225) 644-5916

STATE BEVERAGE AND TOBACCO PERMITS

Office of Alcohol & Tobacco
Control
8585 Archives Ave.
Suite 305
Baton Rouge, LA 70809
(225) 925-4041
www.atc.rev.state.la.us

