

# Getting Started

## Start Here

Ascension Parish is committed to encouraging, supporting and assisting new business development within the parish. Development provides a major contribution to economic growth.

Below is a guide for individuals who are interested in starting a new business within the parish. The guide indicates the local, state and federal departments or agencies that issue licenses and permits and other requirements for opening a new business. You will need to contact each office listed for the specific purposes that are listed.

[Printable Checklist](#)

For additional local resources (ex. cable, electric company, garbage, gas, water and telephone contacts) please [click here](#).

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## Secretary of State

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

### [Secretary of State](#)

8585 Archives Avenue  
Baton Rouge, LA 70809  
(225) 925-4704

#### Fees:

- Corporate Filing – \$60
- LLC Filing – \$75

## **What you will need:**

- Articles of Incorporation
  - Initial Report
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## **Department of Public Works**

You must contact of the following for zoning clearance. For Conforming Letters, the owner, officer of the corporation or legal representative must complete and sign the application. You will need the location address.

### **[Ascension Parish Department of Planning and Development](#)**

615 E. Worthey Street  
Gonzales, LA 70737  
(225) 450-1002

### **[City of Gonzales](#)**

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

### **[Town of Sorrento](#)**

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

## **City of Donaldsonville**

Donaldsonville City Hall  
609 Railroad Ave.  
Donaldsonville, LA 70346  
(225) 473-1404

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## **LOCAL SALES TAX**

### **[Sales and Use Tax](#)**

Ascension Parish Location Business  
2117 E. Highway 30  
Gonzales, LA 70737  
(225) 621-2635

### **Gonzales City Limits**

Gonzales City Hall  
120 Irma Blvd.  
Gonzales, LA 70737  
(225) 647-9532

### **What you need to bring:**

- Cash or Certified Funds
- Picture Identification
- Corporate Charter (if corporation)
- Partnership Agreement (if partnership)

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## **Business and Occupational Licenses**

### **City of Gonzales**

City Clerk  
120 S. Irma Blvd.  
Gonzales, LA 70737  
(225) 621-8400

### **[Ascension Parish Sales and Use Tax Authority](#)**

Sales and Use Tax Office  
2117 E. Highway 30  
Gonzales, LA 70737

(225) 621-2635

**What you need to bring:**

- Picture Identification
  - Corporate Charter (if corporation)
  - Partnership Agreement (if partnership)
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## **Federal Taxes/Taxpayer Assistance**

### **Internal Revenue Service**

2600 City Place Court, Suite 375

Baton Rouge, LA 70808

Business Income Tax (800) 829-4933

Individual Income Tax (800) 829-1040

**What you will need to bring:**

- Copies of Advertisements in Newspaper Declaring Intent to Apply
  - Corporate Charter (if Corporation)
  - Partnership Agreement (if partnership)
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## **State Sales Taxes and Income Taxes**

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

### **[Louisiana Department of Revenue and Taxation](#)**

617 North 3rd Street

Baton Rouge, LA 70802

Sales Tax – (225) 219-7462

Income Tax – (225) 219-0102

**What you will need to bring:**

- Picture Identification
  - Corporate Charter (if Corporation)
  - Partnership Agreement (if Partnership)
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## **PLANNING AND ZONING**

### **[Ascension Parish Department of Planning and Development](#)**

615 E Worthey St  
Gonzales, LA 70737  
(225) 450-1002

### **[City of Gonzales](#)**

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

### **[Town of Sorrento](#)**

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

### **City of Donaldsonville**

Donaldsonville City Hall  
609 Railroad Ave.  
Donaldsonville, LA 70346  
(225) 473-1404

**What you will need to bring:**

- Location Address
  - Survey Map
  - Legal Description of the Property
  - Scale Layout of Proposal
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## **HEALTH DEPARTMENT**

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

### **[Ascension Parish Health Unit](#)**

1024 S East Ascension Blvd.  
Gonzales, LA 70737  
(225) 450-1006

#### **What you will need to bring:**

- Location Address
  - Zoning Clearance
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## **LOCAL ALCOHOL BEVERAGE CONTROL**

### **[Ascension Parish Sales and Use Tax Authority](#)**

2117 E. Highway 30  
Gonzales, LA 70737  
(225) 621-2635

#### **What you will need to bring:**

- Local Sales Tax Registration or Clearance
- Approved Health Permit
- Copy of Lease Agreement or Assessment Certificate
- Copy of Purchase Agreement if Purchasing the Property
- Completed & Notarized Schedule A on each Owner
- Completed & Notarized Schedule A on each Owner's Spouse

- Final Inspection Report (Department of Public Works)
  - Zoning Conforming Letter
  - Property Zoning (if necessary)
  - Occupational License
  - Copy of each owner's drivers license
  - Copy of each spouse's drivers license
  - Vendor/Server Training Class
  - Attendance Certificate
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## **STATE ALCOHOL BEVERAGE COMMISSION**

### **[ATC](#)**

8585 Archives Avenue, Suite 220  
Baton Rouge, LA 70809  
(225) 925-4041

#### **What you will need to bring:**

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

### **[Louisiana Department of Labor](#)**

1001 North 22nd Street, 4th Floor  
Baton Rouge, LA 70802  
(225) 342-2944

**What you will need to bring:**

- LDOLES-1 Status Report