

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](#).

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

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)

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:

- LD0LES-1 Status Report