

Launching a new business in Terrebonne Parish

The following are some of the governmental departments from which your company may require services, depending upon the type of business being launched.

Incorporate your Business

Louisiana Secretary of State
Baton Rouge, LA 70804-9125
(225) 925-4704

www.geauxbiz.com

File legal business formation documents including filing a name reservation, partnership forms, Articles of Incorporation, etc., with the Louisiana Secretary of State.

File an Assumed Name

Terrebonne Parish Clerk of Court
7856 Main St., Houma, LA 70360
985-868-5660

<https://terrebonneclerk.org/miscellaneous-forms/>

State Sales Tax I.D. Number

Louisiana Department of Revenue
Baton Rouge, LA 70821-0201
(855) 307-3893

Registration for sales tax and associated fees depends on the type of business.

<https://revenue.louisiana.gov/businesses/>

Federal Tax I.D. Number

Internal Revenue Service

<https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>

Beneficial Ownership Information

Financial Crimes Enforcement Network, U.S. Department of the Treasury
(For foreign companies only)

<https://www.fincen.gov>

Unemployment Insurance

Louisiana Workforce Commission, Office of Regulatory Services
Baton Rouge, LA 70804-9186
(866) 783-5567

https://www.laworks.net/UnemploymentInsurance/UI_Employers.asp

Worker's Compensation

Louisiana Workforce Commission, Office of Worker's Compensation Administration
Baton Rouge, LA 70804-9040
(225) 342-7555

https://www.laworks.net/WorkersComp/OWC_EmployerMenu.asp

Someone starting a business should contact a local insurance agent to obtain Worker's Compensation coverage. The insurance company will notify the state of coverage, but if (s)he is a subcontractor, (s)he may be required by a primary contractor to carry coverage.

Occupational License/Local Sales Tax I.D. Number

Terrebonne Parish Sales and Use Tax Department
Government Tower, 8026 Main Street, Suite 601, Houma, Louisiana 70360
(985) 876-3734

For occupational License and Sales and Use Tax Application: https://parishe-file.revenue.louisiana.gov/default_1.aspx

Every business must be licensed with the parish which includes a minimum \$50 occupational license fee, depending upon the value of the business.

Health Certification, Regulations & Licenses

Louisiana Office of Public Health, Environmental Section
600 Polk St., Houma, LA 70360
(985) 857-3770

Office hours: 8-9:30 a.m. & 3:00-4:30 p.m. Monday-Thursday; 8-9:30 a.m. Friday

<https://ldh.la.gov/page/for-new-businesses>

Permit Application for individual sewage treatment plants:

<https://ldh.la.gov/news/2088>

Building Permits

Terrebonne Parish Consolidated Government Planning and Zoning Department
8026 Main St., Houma, LA 70360

Handles building permits and inspections, including site plan reviews; fees vary according to service.

(985) 873-6569

Commercial Building Permit Checklist—

http://www.tpcg.org/files/permits/TPCG_Commercial_Permit_Application_Requirements.pdf

Apply Online: http://www.tpcg.org/index.php?f=permits&p=apply_online

inspections on existing buildings can be handled locally through the Planning and Zoning Department, but all new construction, additions and major renovations must be submitted to the Fire Marshal's office at 8181 Independence Blvd., Baton Rouge LA 70806.

1-800-256-5452 or online at <http://www.lasfm.org>

For manufacturers only

Louisiana State Manufacturers' Exemption

Application for sales/use tax exclusion for manufacturing machinery and equipment:

[https://dam.ldr.la.gov/taxforms/1070\(5_22\)F.pdf](https://dam.ldr.la.gov/taxforms/1070(5_22)F.pdf)

Industrial Tax Exemption Program

Offers up to an 80% property tax abatement for up to 10 years on new investment.

<https://www.opportunitylouisiana.gov/incentive/industrial-tax-exemption>

Quality Jobs Program

Offers up to a 6% rebate on annual payroll expenses up to 10 years plus either a state sales/use tax rebate on capital expense or a 1.5% project facility expense rebate.

<https://www.opportunitylouisiana.gov/incentive/quality-jobs>