

New Businesses



The following steps are intended to assist any interested parties in starting a new Downtown business. The following section outlines common services and the inspection process.

STEP 1

Available Lease Space and Economic Incentives

Please contact the DDD office when starting up a new business for information regarding available lease space and economic incentives. Aerial photos and other information regarding Downtown is also available.

Downtown Development District

227 Florida St.
Baton Rouge, LA 70801
Ph. (225) 389-5520

STEP 2

Occupational Licensing and Taxes

You must contact The Secretary of State if you wish to **incorporate** your business.

The Secretary of State

8549 United Plaza Boulevard
Baton Rouge, LA 70809
Ph. (225) 925-4704

If planning to operate as a **sole proprietor**, please start at the **Finance Department/ Revenue Division**

To expedite the process, please visit the office with:

1. A new business application that can be found at <http://brgov.com/dept/finance/businessregistration.htm>
2. A valid picture ID

Finance Department/Revenue Division

222 St. Louis Street
Government Building, Room 404
225-389-3084

All new businesses must contact the **Louisiana Department of Revenue and Taxation** for sales tax registration, State I.D. Number, State Income Tax Withholding.

The following information is needed:

1. Picture I.D.
2. Legal name, location, and mailing address of your business.
3. Federal Identification Number (if applicable).
4. Charter Number (if applicable).
5. Louisiana tax account number (if it is an existing business).
6. Name and address of owners, partners, or officers.
7. Social Security Number(s) of owners, partners, or officers.
8. Tax Deposit (if applicable).

Louisiana Department of Revenue and Taxation

617 North Third Street
Baton Rouge, LA 70801
225-219-7318 Sales tax
225-219-0102 Income tax

STEP 3

Alcohol Permits

*** If alcohol is to be sold/served.**

Office of Alcohol and Tobacco Control

State of Louisiana

(225) 925-4041

Alcoholic Beverage Control and Gaming Enforcement Office

10500 Coursey Boulevard, Suite 202
(225) 389-3114

STEP 4

Inspections

Department of Public Works Permit and Inspection Division

300 North Tenth St.
Baton Rouge, LA 70809
Ph. (225) 389-3205
inspections@brgov.com

Has the Dept. reviewed the location based on intended use?

Has Dept. given you an overview of codes that apply?

Has Dept. given you the necessary steps to comply w/ codes?

Dept. of Inspections can assist w/ regulations pertaining to the following potential renovations: Electrical, Mechanical, Plumbing, Signage, and Occupancy Permit.

STEP 5

Board of Health Review

Please contact the Board of Health if **food** will be served.

* Can have high and hidden costs, i.e. additional bathrooms

EBR Board of Health

(225) 242-4860

STEP 6

Baton Rouge Fire Prevention Inspection

Baton Rouge Fire Department- Fire Prevention (inspections)
8011 Merle Gustafson Dr.
(225) 354-1425

STEP 7

State Fire Marshall

The Louisiana State Fire Marshal's Office
Inspections: Baton Rouge Headquarters
(225) 925-4784 or (800) 256-5452

May require handicap ramps, widened hallways, sprinkler additions, etc.

STEP 8

Cost Estimate

It is advisable to have a general contractor review the site and prepare cost estimates based upon the recommendations by the Dept. of Inspections, Board of Health, Fire Marshall, etc.

STEP 9

Lease Negotiations

Contact the DDD office for information on available lease space Downtown.

STEP 10

Garbage Service

Allied Waste Services- Commercial Curbside Service
Amy White- (225) 413-9623
Jenny Broome- (225) 279-4102

DND Cleaning
Donna 387-0286

Arrangements should be made for garbage service prior to contacting the Board of Health Review.

STEP 11

Louisiana Department of Labor

*Unemployment and Workers Compensation

Louisiana Workforce Commission
1001 N. 23rd Street
Baton Rouge, LA 70802
(225) 342-3111
<http://www.ldol.state.la.us/>

STEP 12

Parking

Plan for parking. While the Central Business District is predominantly C-5 Zoning, which does not require dedicated parking spaces, you should assess parking in the areas adjacent to your proposed location. The DDD has a parking guide with contact names and numbers for downtown surface lots. Metered parking has also been instituted along many of the downtown corridors to assist with customer parking.