

## 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 Depository Library in Louisiana, has databases which are available to the public for trademark searches. They also offer a patent and trademark information workshop. Call (225) 578-8875 for more information.

For more information on U.S. Patents and Trademarks, contact the U.S. Patent & Trademark Office, Washington, DC 20231. (800) 786-9199

[www.USPTO.gov](http://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.louisiana.gov](http://www.sos.louisiana.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](http://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](http://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.revenue.louisiana.gov](http://www.revenue.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](http://www.laworks.net)



# Small Business Guide



# 2011

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

Ascension Parish Library

Gonzales \* Donaldsonville \* Galvez \* Dutchtown

# Small Business Guide 2011

## 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.donaldsonvillecoc.org](http://www.donaldsonvillecoc.org)

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

### 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 Ave.  
Gonzales, LA 70737  
(225) 644-5916

### STATE BEVERAGE AND TOBACCO PERMITS

Office of Alcohol & Tobacco Control  
8585 Archive Ave.  
Suite 220  
Baton Rouge, LA 70809  
(225) 925-4041  
[www.atc.rev.state.la.us](http://www.atc.rev.state.la.us)

