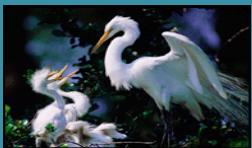


TEDA SERVICES

- Technical assistance for a new business venture or expansion of an existing one.
 - ♦ Business plan development
 - ♦ Marketing planning
 - ♦ Reorganization strategies
 - ♦ Sustainability planning
- Economic and population data
- Business-skills training opportunities
- Identification of business-incentive and employee-training programs
- Site location assistance
- Mediation with other governmental agencies
- Guidance to obtaining a small business loan



Government Tower
S8026 Main St. Suite 701
Houma, LA 70360
Phone: 985-873-6890
Email: ktheriot@tpeda.org
www.tpeda.org



**Starting a
business?
We can help!**

Terrebonne Economic Development Authority

Government Tower
8026 Main St. Suite 701
Houma, LA 70360
P.O. Box 3209
Houma, LA 70361



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
P.O. Box 94125
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.

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

File an assumed business name by downloading the form from www.terrebonneclerk.org/media/1033/registrationofassumedbusinessname.pdf, have your signature notarized, then file at the Terrebonne Parish Clerk of Court.

State Sales Tax I.D. Number

Louisiana Department of Revenue
P.O. Box 201
Baton Rouge, LA 70821-0201
(855) 307-3893

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

<http://www.rev.state.la.us>

<http://www.revenue.louisiana.gov/businesses/businessregistration>

Federal Tax I.D. Number

Internal Revenue Service
423 Lafayette St.
Houma, LA 70360
(985) 876-0949

[https://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](https://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

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

www.tpcg.org

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

For occupational License and Sales and Use Tax

Application: <http://admin.salestaxonline.com/LAOTA/reg.aspx>

[LAOTA/reg.aspx](http://admin.salestaxonline.com/LAOTA/reg.aspx)

Worker's Compensation

Louisiana Workforce Commission
Office of Worker's Compensation Administration
P.O. Box 94040
Baton Rouge, LA 70804-9040
(225) 342-7555

www.laworks.net

Worker's Compensation home page:

www.laworks.net/workersComp/QWC_MainMenu.asp

[QWC_MainMenu.asp](http://www.laworks.net/workersComp/QWC_MainMenu.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.

Beneficial Ownership Information

Financial Crimes Enforcement Network
U.S. Department of the Treasury
https://www.fincen.gov/sites/default/files/shared/BOI_Small_Compliance_Guide_FINAL_Sept_508C.pdf

Unemployment Insurance

Louisiana Workforce Commission
Office of Regulatory Services
P.O. Box 94186
Baton Rouge, LA 70804-9186
(866) 783-5567
https://www.laworks.net/UnemploymentInsurance/UI_Employers.asp

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

Building Permits

Terrebonne Parish Planning and Zoning Department
Houma, LA 70360
Handles building permits and inspections, including site plan reviews; fees vary according to service.
***Office is displaced due to Hurricane Ida—call 985-873-6569 for information or see link below.

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>



Terrebonne Economic Development Authority

Call 985-873-6890 for assistance.