



Quick guide

For companies operating or building in Louisiana for the first time

Required or suggested procedure	Agency to contact	Telephone	Web site
File articles of Incorporation and Initial Report	Secretary of State	(225) 342-4479	www.sos.louisiana.gov
File Articles of Organization and Initial Report for an LLC	Secretary of State	(225) 342-4479	www.sos.louisiana.gov
Register as an LLP	Secretary of State	(225) 342-4479	www.sos.louisiana.gov
File trade name and/or trademark	Secretary of State	(225) 342-4479	www.sos.louisiana.gov
File copy of Certificate of Incorporation and certified copy of Articles of Incorporation and Initial Report in the parish in which the business is to operate	Clerk of Court		
Obtain federal tax identification number	Internal Revenue Service	(800) 829-4933	www.irs.gov
Apply for Certificate of Authority to operate in Louisiana as a foreign company	Secretary of State	(225) 342-4479	www.sos.louisiana.gov
Apply for a Certificate of Authority to operate as a foreign LLC	Secretary of State	(225) 342-4479	www.sos.louisiana.gov
File application to register a foreign partnership	Secretary of State	(225) 342-4479	www.sos.louisiana.gov
Request assistance in determining eligibility for financing programs	Louisiana Economic Development	(800) 450-8115, (225) 922-1277	LouisianaForward.com
Request assistance in determining eligibility for bond financing and in making application for approval of a bond issue	Louisiana Public Facilities Authority	(225) 923-0020	www.lpfa.com
Obtain Environmental Analysis/Environmental Impact Statement	Department of Environmental Quality	(866) 896-LDEQ	www.deq.louisiana.gov
Obtain zoning ordinances	Planning and Zoning Commissions (City and Parish Authorities)		
Obtain flood hazard boundary maps	Department of Transportation and Development	(225) 379-1200	www.dotd.state.la.us
Request Wetlands Determination	U.S. Army Corps of Engineers	(504) 862-2204	www.usace.army.mil
Request determination of archaeological, historic and cultural resources on site	Department of Culture, Recreation and Tourism	(225) 342-8200	www.crt.state.la.us
Obtain building permit	Local or Parish Authority		
Obtain a permit to connect a private drive to a state highway, frontage road, parish road, or city street	Department of Transportation and Development district office		www.dotd.state.la.us
Obtain a permit to remove water from any stream	Department of Environmental Quality	(866) 896-LDEQ	www.deq.louisiana.gov
Obtain a permit to construct a facility that will emit pollutants into atmosphere or water	Department of Environmental Quality	(866) 896-LDEQ	www.deq.louisiana.gov
Register for payment of local sales and use tax	City or Parish Sales Tax Office		
Register for payment of withholding tax from employee wages	Department of Revenue and Taxation	(225) 219-2448	www.rev.state.la.us
Obtain a copy of the Louisiana Income Tax Law and Regulations	Department of Revenue and Taxation	(225) 219-2448	www.rev.state.la.us
Register for payment of state sales and use tax	Department of Revenue and Taxation	(225) 219-2448	www.rev.state.la.us
Register for corporate income and franchise tax	Department of Revenue and Taxation	(225) 219-2448	www.rev.state.la.us
Inquire as to other possible tax and social security tax regulations	Department of Revenue and Taxation	(225) 219-2448	www.rev.state.la.us