

# BUSINESS START UP CHECKLIST

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## What zone is your business located within?

### Map

[http://www.ci.thibodaux.la.us/departments/pw/inspect/pandz/files/Zoning%20Map%20\(Revised%2010-3-17\).jpg](http://www.ci.thibodaux.la.us/departments/pw/inspect/pandz/files/Zoning%20Map%20(Revised%2010-3-17).jpg)

**Once you know how you are zoned, then you need to learn the rules applicable to your zone.**

<http://www.ci.thibodaux.la.us/departments/pw/inspect/pandz/files/TND%20Zoning%20Regulations.pdf>

### Other general info related to zoning

<http://www.ci.thibodaux.la.us/departments/pw/inspect/pandz/index.asp>

## Does your business require an occupational license?

**All businesses operating within the City of Thibodaux are required to obtain an occupational license and occupancy permit from the city, as follows:**

1. Occupational license checklist:

<https://www.ci.thibodaux.la.us/departments/tax/forms/OLT%20New%20Business%20Packet.pdf>

2. Application form:

<http://www.ci.thibodaux.la.us/departments/tax/forms/OLT%20New%20Business%20Packet.pdf>

3. Other general info related to City of Thibodaux required OL:

<http://www.ci.thibodaux.la.us/departments/tax/OLT.asp>

**Are you outside of the city limits (City of Thibodaux, the Town of Lockport or the Town of Golden Meadow), then obtain an occupational license from the parish.**

1. <http://www.lafourchegov.org/home/showdocument?id=106>

2. Other general info related to Lafourche Parish required OL:

<http://www.lafourchegov.org/departments/executive-branch/economic-development/business-license-info>

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## Prior to hanging a sign to advertise the location of your business in the city limits, first check the signage regulations:

<http://www.ci.thibodaux.la.us/departments/pw/inspect/pandz/files/SIGN%20ORDINANCE%20-%20Article%209%20%20%20Revised%207-18-17.pdf>

## Sales, Use & Occupancy - tax requirements:

**General info on collection percentages:**

[http://www.laota.com/documents/Lafourche\\_City\\_Rates\\_201607.pdf](http://www.laota.com/documents/Lafourche_City_Rates_201607.pdf)

**How to file sales tax returns:**

[http://www.lpsd.k12.la.us/groups/10507/sales\\_tax\\_department/how\\_to\\_file\\_lafourche\\_parish\\_sales\\_tax\\_returns](http://www.lpsd.k12.la.us/groups/10507/sales_tax_department/how_to_file_lafourche_parish_sales_tax_returns)

**Online payments:** [https://www.salestaxonline.com/default\\_sto.aspx](https://www.salestaxonline.com/default_sto.aspx)

## Does your business qualify for a grant or other economic development incentives?

**If you are starting a new business:**

[http://www.ci.thibodaux.la.us/departments/grants/grants\\_startup.asp](http://www.ci.thibodaux.la.us/departments/grants/grants_startup.asp)

**If you are relocating an active business to the city:**

[http://www.ci.thibodaux.la.us/departments/grants/grants\\_relocation.asp](http://www.ci.thibodaux.la.us/departments/grants/grants_relocation.asp)

**Other potential state and federal business incentives:**

[http://www.ci.thibodaux.la.us/departments/grants/grants\\_incentives.asp](http://www.ci.thibodaux.la.us/departments/grants/grants_incentives.asp)

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## **Can the Louisiana Workforce Commission help your business?**

The LWC utilizes state, federal, and private resources to provide the training, employment, assistance, and regulatory services to increase employment, and to promote workplace safety and expanded employment opportunities

Contact the Louisiana Workforce Commission [www.laworks.net](http://www.laworks.net) to learn how LWC can help with:

- Employee recruitment & pre-employment screening and assessments
- Facilities available to employer for recruiting and interviewing prior to business opening
- Internet advertising of job openings at no cost
- 100% paid temporary training via the Work Experience Program
- Wage reimbursement to qualified employer of up to 50% for employees in the Promotional OJT program

Contact Crystal Chiasson at 985-855-5645 with any questions.



## **Join the Thibodaux Chamber of Commerce!**

<http://www.thibodauxchamber.com/member/newmemberapp/>