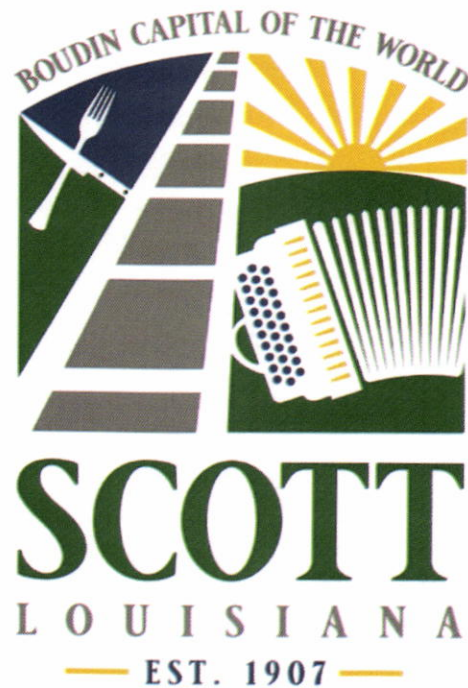


BUSINESS GUIDE FOR OPERATING IN THE CITY OF SCOTT



Mayor Jan-Scott Richard
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(337) 233-1130/ (337) 233-0240 Fax
www.cityofscott.org

Boudin Capital of the World

*Committed to encouraging the growth of a diverse economy that creates good paying jobs
and provides equal access to economic development.*

Thank you for your interest in doing business in the City of Scott. New business means new jobs and greater opportunities to generate wealth for the citizens of City of Scott. We value your investment in this great city and are available to assist you in meeting your goal of starting and growing your business. We are excited about your venture and its support in the growth in our city.

If you are planning to start a new business in the City of Scott, and you need information on licenses, permitting, incorporating, and zoning then you have come to the right place. Please feel free to contact our office with any questions or concerns that are not answered in this guide.

If you are planning groundbreaking, ribbon cutting, or any public outreach; please feel free to contact us for your next business event.

Occupational License Process:

Once you have identified a business location, before committing to any agreement you should Contact the Comprehensive Plan Facilitator, Bonnie Anderson at (337) 233-1130 on staff Monday-Thursday 8am-5pm Friday pm 8 am-12 to seek approval on the zoning and any other applicable information, if approved proceed.

1. Register your trade name (form #309 or online) with the Louisiana Secretary of State (225) 925-4704/ www.sos.la.gov (optional).
2. Submit to the Lafayette Parish Sales Tax Office at (337) 521-7353 or visit www.laota.com to register.
3. Submit to the Fire Marshall by going online www.sfm.dps.louisiana.gov
4. Contact the Board of Health 337-262-3900 ext. 166.
5. To find out if your business needs to obtain any kind of state licensing other than the agencies list above contact: Secretary of State / Geaux Biz Post Office Box 94125 Baton Rouge, LA 70804-9125 (225) 925-4704 / www.GeauxBiz.com Monday – Friday / 8:00 a.m. – 4:30 p.m
6. Apply for an occupational license with the City of Scott. The application can be downloaded from our website (www.cityofscott.org) then brought to City Hall or apply in person. The commercial process can take approximately 2 to 3 business days and approximately 3 to 5 business days for home based business applications. Once you are notified of approval, a \$50 fee for the Occupational License and if required an Alcohol/Liquor License \$300 which needs to be paid by cash or check. All Licenses are valid for one year, it is your responsibility to renew license to avoid noncompliance and late fees. All permits, deposits, and inspections must be completed before the City will issue your business license along with any documentation from the entities listed above.
7. Now you are ready to conduct business and provide your goods and services.
8. Do not forget to apply for your federal tax ID number (apply online or file a SS-4 with the IRS / (800) 829-4933 / (504) 558-3344 / www.irs.gov) and your state tax ID with the Louisiana Department of Revenue (register at www.revenue.louisiana.gov/ or contact the LDR at (504) 568-5233/ (225) 219-7462

