

HOW TO OPEN A RESTAURANT IN NEW ORLEANS



**Thank you for choosing to invest in our city's vibrant food culture.
We're excited to have you as part of New Orleans' culinary community!**

Opening a restaurant in New Orleans requires several key permits and approvals. This guide provides a step-by-step overview of the application process, helping you navigate the necessary paperwork and requirements. By following this checklist and completing the outlined steps, you'll be on your way to launching your restaurant successfully.

Before you begin, prepare the following:

- Business name and concept
- Location address
- Menu draft
- Floor plan sketch
- Ownership info and ID (for all owners)
- Basic staffing plan (if hiring)

Complete Checklist

You will need to submit or receive approval for the following:

- ✓ Business Registration with Louisiana Secretary of State (State)
- ✓ Federal EIN (IRS)
- ✓ Business Trade Name (DBA) (Orleans Parish)
- ✓ Occupational License (City)
- ✓ Certificate of Occupancy (City)
- ✓ Louisiana Department of Health Permit & Inspection (State)
- ✓ Fire Marshal Inspection (City)
- ✓ State Sales Tax ID (State)
- ✓ Local Sales Tax ID (City)
- ✓ Litter Abatement Plan (City)
- ✓ Menu & Restaurant Operations Plan
- ✓ ServSafe certifications for food safety
- ✓ Worker's Comp & Business Insurance

Note: Additional uses including Alcoholic Beverage Outlet, Live Entertainment, Sidewalk Cafe, Amusement & Game License, etc require additional use licenses.

Need help? We're here!

For questions about permits and licensing, contact the Department of Safety & Permits at buildingpermits@nola.gov or (504) 658-7125.

Starting from scratch? The Office of Nighttime Economy has created several templates and is also a resource to help you navigate business processes. Contact O.N.E. at nighttime@nola.gov or visit www.nola.gov/night.

Additionally, The City of New Orleans Office of Economic Development Business Services offers free monthly Business Information Sessions to help new and existing business owners navigate permits, licenses, and city services. These are a great way to get your questions answered directly by city staff.

Learn more at www.nola.gov/next/economic-development.

HOW TO OPEN A RESTAURANT IN NEW ORLEANS (CONT.)



Step by Step

1. **Confirm that a restaurant is allowed** at your location at www.property.nola.gov.
2. **Develop a business plan** and concept.
3. **Register your business**
 - a. Register with the LA Secretary of State at.
 - b. Register a DBA with the Orleans Parish Clerk of Court.
 - c. Apply for your EIN through the IRS.
4. **Apply for required licenses and permits.**
 - a. Occupational License through One Stop
 - i. Click "Register" and create an account
 - ii. From the One Stop home page click "Apply"
 - iii. Search "Business License"
 - iv. Click "Start" under the Business License search result and complete the form.
 - b. Certificate of Occupancy through One Stop
 - c. Note: if you plan on serving alcohol at your restaurant, additional licenses and permits are required.
5. **Schedule your inspections**
 - a. Health Inspection and Permit
 - i. Schedule and complete a health inspection through the LA Dept. of Health.
 - b. Fire Marshal Inspection
 - i. Scheduled automatically during your Occupational License review.
6. **Register for taxes**
 - c. Get a state sales tax ID through the LA Dept. of Revenue.
 - d. Your local sales tax ID will be issued when your Occupational License is approved.
7. **Register with Louisiana Workforce Commission.**
8. **Obtain ServSafe certifications** for yourself and your staff.
9. **Obtain business, liability, and workers' comp insurance** through the provider of your choice.

Helpful Contacts

OneStop Help Desk

(504) 658-7100 | onestopapp@nola.gov

Department of Safety & Permits

(504) 658-7125 | buildingpermits@nola.gov

Bureau of Revenue

(504) 658-1666 | revenue@nola.gov

Mayor's Office of Nighttime Economy

nighttime@nola.gov | www.nola.gov/night

Office of Economic Development

Business Services

(504) 658-4237 | www.nola.gov

Orleans Parish Clerk of Court

(504) 592-9100 | www.orelanscdc.com

LA Department of Health

(504) 568-7970 | www.ldh.la.gov

LA Department of Revenue

(504) 568-5233 | www.revenue.louisiana.gov

LA Workforce Commission

(866) 783-5567 | www.laworks.net