



# New Farm Business Document Checklist

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**For Orleans Parish support:** Contact the Urban Agriculture Liaison

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### City Resources:

<https://nola.gov/next/resilience-sustainability/urban-agriculture/>

<https://nola.gov/next/economic-development/topics/guide/>

Done?	To Do	Regulatory body involved	Level of difficulty (1=easiest, 5=hardest) **This may vary depending on your situation!	Where to start	Ongoing Documentation/ Reporting Requirements
	Write a <b>Business Plan</b>	Yourself!	2	<a href="https://agplan.umn.edu/">https://agplan.umn.edu/</a>	
	Get to know your <b>LSU extension agent</b>	LSU	1	<a href="https://www.lsuagcenter.com/portals/our_offices/parishes">https://www.lsuagcenter.com/portals/our_offices/parishes</a>	
	Get to know your <b>USDA Natural Resource Conservation Service (NRCS) and Farm Service Agency (FSA) agents</b>	USDA	1	<a href="https://offices.sc.egov.usda.gov/locator/app">https://offices.sc.egov.usda.gov/locator/app</a>	



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	File for <b>Federal tax ID number/ Employer Identification Number (EIN)</b>	Federal government	1	<a href="https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number">https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number</a>  Internal Revenue Service 2600 Citiplace Centre <a href="http://www.irs.gov">www.irs.gov</a> Baton Rouge, LA 70808 (225)343-8625	
	<b>Create your business with the state</b> as a corporation, limited liability company, or partnership (for assistance talking through business models reach out to SPROUT)	State government (Secretary of State)	2	File with: <a href="https://geauxbiz.sos.la.gov/">https://geauxbiz.sos.la.gov/</a>  <a href="https://www.sos.la.gov/BusinessServices/StartABusiness/Pages/default.aspx">https://www.sos.la.gov/BusinessServices/StartABusiness/Pages/default.aspx</a>	



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	If you are building your business as a 'sole proprietorship', the Secretary of State does not record these businesses.			Louisiana Secretary of State P.O. Box 94125 www.sos.la.gov Baton Rouge, LA 70804-9125 (225)925-4704	
	File for <b>State sales tax ID number</b>  When you register your business name with the state through Geaux Biz, it will give you the opportunity to sign up for a state sales tax ID number. Just make sure you state that you are a business that collects sales tax (even if you are exempt because you are selling raw agricultural goods!).	State government (Department of Revenue)	2	File with: <a href="https://geauxbiz.sos.la.gov/">https://geauxbiz.sos.la.gov/</a> <a href="https://latap.revenue.louisiana.gov/">https://latap.revenue.louisiana.gov/</a>  Louisiana Department of Revenue P.O. Box 201 <a href="http://rev.louisiana.gov">http://rev.louisiana.gov</a>	Report sales tax collected on a monthly basis, even if you collect \$0



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				Baton Rouge, LA 70821 (225)219-7462	
	<p>Submit your business's <b>Articles of Incorporation</b></p> <p>You do not need articles of incorporation if you are running your farm/business as a sole proprietorship.</p>	State government		<a href="https://www.sos.la.gov/BusinessServices/PublishedDocuments/399ArticlesofIncorporationLouisianaBusiness.pdf">https://www.sos.la.gov/BusinessServices/PublishedDocuments/399ArticlesofIncorporationLouisianaBusiness.pdf</a>	
	<p>Register for <b>LaTAP</b></p> <p>This is the portal where you will report your retail sales. As a reminder, raw agricultural goods/farm products (e.g. livestock, poultry, fresh fruits, fresh vegetables) being sold directly by the producer themselves are exempt from charging sales tax. If you resell farm products, you must collect sales tax.</p>			<p><a href="https://latap.revenue.louisiana.gov/_/">https://latap.revenue.louisiana.gov/_/</a></p> <p>You can pay both city/parish and state taxes through <a href="#">Parish E-File</a></p> <p>Louisiana Department of Revenue P.O. Box 201 <a href="http://rev.louisiana.gov">http://rev.louisiana.gov</a></p>	

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				Baton Rouge, LA 70821 (225)219-7462	
	<p>Apply for <b>Commercial Farmer Certification</b></p> <p>This certification is not a massive priority, but it does legally allow you to do two things. 1) It allows you to not collect sales tax from people purchasing certain raw agricultural goods/farm products from you. 2) It allows you to not pay sales tax on certain items you purchase for your farm. To receive these exemptions from paying sales tax, you have to file out and present certain forms (<a href="#">See FAQ #3 and 4</a>) at the time of your purchase.</p>	State government	1	<p><a href="https://revenue.louisiana.gov/FAQ/QuestionsAndAnswers/70">https://revenue.louisiana.gov/FAQ/QuestionsAndAnswers/70</a></p> <p>Alternate link: <a href="https://revenue.louisiana.gov/tax-education-and-faqs/faqs/commercial-farmer-certification/how-do-i-obtain-a-commercial-farmer-certification-from-ldr/">https://revenue.louisiana.gov/tax-education-and-faqs/faqs/commercial-farmer-certification/how-do-i-obtain-a-commercial-farmer-certification-from-ldr/</a></p>	Yearly recertification
	<p>Apply for <b>Occupational License</b></p> <p>An applicant would apply for an</p>	Local government	5	<a href="https://nola.gov/occupation/al-license/">https://nola.gov/occupation/al-license/</a>	Pay a yearly tax of \$50 if you gross less



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	<p>occupational license (also known as a business license) through OneStop. Once approved and fees are paid, the Bureau of Revenue assigns an account number (to pay taxes).</p> <p>A lease is sufficient for a tenant/farmer to apply on behalf of the landlord/property owner.</p>			<p>To Find Your City, if outside Orleans Parish:  <a href="https://geauxbiz.sos.la.gov/BusinessLicenseCheckList/index">https://geauxbiz.sos.la.gov/BusinessLicenseCheckList/index</a></p>	<p>than \$50,000/year. Higher gross pays more.</p>
	<p>Apply for <b>Certificate of Occupancy</b></p> <p>A Certificate of Occupancy is required to ensure your business location complies with all current zoning and building laws. Most commercial buildings have an existing Certificate of Occupancy for the property.</p>	<p>Local government</p>	<p>5</p>	<p><a href="https://nola.gov/next/economic-development/topics/guide/">https://nola.gov/next/economic-development/topics/guide/</a></p> <p>To Find Your City, if outside Orleans Parish:  <a href="https://geauxbiz.sos.la.gov/BusinessLicenseCheckList/index">https://geauxbiz.sos.la.gov/BusinessLicenseCheckList/index</a></p>	



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	<p>NOTE: In some circumstances, if there is no structure on a property, then a CO is not required, but it depends on the specific details of the property. If there is any structure on the property, then a CO is required to legally occupy/operate on a property.</p> <p>Landlords or owners of properties are responsible for securing a CO, not tenants (farmers). Tenants cannot apply for a CO on behalf of a landlord/owner. A lease is sufficient for a tenant/farmer to apply for other permits/licenses to operate on the site.</p>				
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	CO is issued at the end of the building permitting process, which is done through OneStop.				
	Register <b>business name</b>	Local government		Orleans Parish Clerk of Court 421 Loyola, Room 402 www.orelanscdc.com New Orleans, LA 70112 (504)592-9100  To Find Your City: <a href="https://geauxbiz.sos.la.gov/BusinessLicenseCheckList/index">https://geauxbiz.sos.la.gov/BusinessLicenseCheckList/index</a>	
	Create a <b>Local Sales Tax</b> account	Local government	5	<a href="https://nola.gov/pay-sales-tax/">https://nola.gov/pay-sales-tax/</a>	Report sales tax collected on a monthly basis, even if you collect \$0

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				<p>You can either pay city taxes through <a href="#">e-Services portal</a> or both city and state taxes through <a href="#">Parish E-File</a></p> <p>To Find Your City:  <a href="https://geauxbiz.sos.la.gov/BusinessLicenseCheckList/index">https://geauxbiz.sos.la.gov/BusinessLicenseCheckList/index</a></p>	
	Open a <b>bank account</b>	Yourself!	3	Go to a trusted bank	
	Get your <b>license to sell flowers, nursery stock, or do landscaping</b> , if those are part of your business	State government		<p>For selling flowers/ ornamental nursery stock:  <a href="https://www.ldaf.state.la.us/plants/florists#floral-dealer-permit">https://www.ldaf.state.la.us/plants/florists#floral-dealer-permit</a></p>	Annual payment



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				For selling horticultural nursery stock/landscaping: <a href="https://www.ldaf.la.gov/plants/nurseries-landscaping">https://www.ldaf.la.gov/plants/nurseries-landscaping</a>  Louisiana Horticulture Commission <a href="https://www.ldaf.state.la.us/ldaf-programs/horticulture-programs/louisiana-horticulture-commission/">https://www.ldaf.state.la.us/ldaf-programs/horticulture-programs/louisiana-horticulture-commission/</a>	
	File for a <b>SAM Number</b>  This used to be DUNS or UEI numbers, but as of early 2025 they reverted to a SAM number.	Federal government		<a href="https://sam.gov/entity-registration">https://sam.gov/entity-registration</a>	
	File for a <b>Farm Serial and Tract Number</b> (a.k.a. Farm number)	USDA	2 (if you register as	<a href="https://offices.sc.egov.usda.gov/locator/app">https://offices.sc.egov.usda.gov/locator/app</a> and email	One time only!

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	<p>If you qualify as a beginning, limited resource, or female farmer (<a href="#">per USDA definition</a>), you may ask if there is a form you can fill out to qualify for additional funding/programmatic supports. This was previously form CCC-860, but this may have changed! Contact Devin (<a href="mailto:devin@sproutnola.org">devin@sproutnola.org</a>) for additional help navigating this!</p>		<p>an individual, with your SSN, running a farm) 4 (if you register as your farm business/LC, with your EIN)</p> <p>Contact Sprout for TA on which type of</p>	<p>your local office (Urban Service Center on Bayou Road for New Orleans, Jeff Parish, and St. Bernard</p>	
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			registration might be best		
	<p>If you hire employees, report to <b>Louisiana Workforce Commission</b></p> <p>There are a variety of labor laws you will need to follow. You also need to file wages and taxes paid to LWC.</p>	State government		<p>Louisiana Workforce Commission 737 St. Charles St. New Orleans, LA 70130-3137 (866)783-5567</p> <p><a href="http://www.laworks.net/Homepage.asp">http://www.laworks.net/Homepage.asp</a></p>	

### Lagniappe Certifications you may be interested in:

Certification	Eligibility/ what is being certified	Difficulty	Helpful Links
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WBEC certified if you identify as a woman	Woman-owned business	1	(Women's Business Enterprise Council) <a href="https://www.wbecsouth.org/certification/about-certification/">https://www.wbecsouth.org/certification/about-certification/</a>
Certified Louisiana		1	<a href="https://certifiedlouisiana.org/">https://certifiedlouisiana.org/</a>
Certified naturally grown		4	<a href="https://www.naturallygrown.org/">https://www.naturallygrown.org/</a>
Organic		5+	<a href="#">Transition to Organic Partnership Program</a>  <a href="#">Organic Mentorship Program</a>