

CHECKLIST FOR NEW BUSINESSES WITHIN GRETNA CITY LIMITS 70053 & TIMBERLANE ESTATES SUBDIVISION 70056

(Gretna City Hall Office hours: 8:00 a.m. to 4:30 p.m.)

<p><input checked="" type="checkbox"/> Federal Identification Number Call first at (800) 829-3676. When form is received, complete and fax to (901) 546-3916. You will receive your new ID number in the mail.</p>	<p><input checked="" type="checkbox"/> Louisiana State-Sales Tax Department 617 North 3rd Street (La Salle Building) Baton Rouge, LA 70802 Tel. No: (504) 568-5233 (8:00 AM to 4:30 PM)</p>
<p><input checked="" type="checkbox"/> City of Gretna Zone requirements and/or restrictions Contact: Planning & Zoning Official - Rm 102 Gretna City Hall, 740 2nd Street Gretna, LA 70053 Tel. Nos. (504) 363-1556 (503) 363-1504</p>	<p><input checked="" type="checkbox"/> Jefferson Parish Sales Tax Sheriff's Office 1233 Westbank Expwy. (Next to Leson Chevrolet) Harvey, LA 70058 Tel No. (504) 363-5637</p>
<p>City of Gretna Department of Inspections Gretna City Hall, 740 2nd Street – Room 113 Gretna, LA 70053 Inspections: Building, Electrical, Gas, Mechanical, Plumbing Tel. Nos. (504) 363-1563 or (504) 363-1564</p>	<p>City of Gretna Water Services Gretna City Hall, 740 2nd Street – Room 109 Gretna, LA 70053 Tel. No. (504) 363-1560 or (504) 363-1561</p>

***For your convenience, listed below are various agencies you may be required to contact, depending on your specific type of business.**

<p>Federal Government – Alcohol, Tobacco & Firearms Bureau One Galleria Blvd. – Suite 1700 Metairie, LA 70001 Tel. No. (504) 841-7000</p>
<p>Louisiana Department of Education (Child Care Licensing) 627 North Street (Corner North & Fourth Streets) Baton Rouge, LA 70802 Tel. No. (225) 342-9905</p>
<p>Louisiana State Alcoholic Beverage & Tobacco Control 1450 Poydras Street (Benson Tower) – Suite 850 New Orleans, LA 70112 (SPECIAL EVENT) Tel. No. (504) 568-7028</p>
<p>Louisiana State Department of Used Motor Vehicles and Parts Commission 3132 Valley Creek Drive Baton Rouge, LA 70808 Tel. No. (225) 925-3870 Toll Free: (800) 256-2977</p>
<p>Jefferson Parish (Environmental Health Services) 111 N. Causeway Blvd. (Office hours: 8:00 a.m. – 4:30 p.m.) Metairie, LA 70001 Tel. No. (504) 838-5140</p>
<p>Louisiana Office of State Fire Marshal 1450 Poydras Street (Benson Tower) – Suite 1500 New Orleans, LA 70112 New Orleans Office: Tel. No. (504) 568-8506 Fax No: (504) 568-8511</p>
<p>Gretna Police Department - Alcoholic Beverage Outlet (ABO) Traffic Department, ABO Officer (Office hours: 9:00 a.m. – 11:00 a.m. M-F) 327 Huey P. Long Avenue Gretna, LA 70053 Tel. No. (504) 227-7324</p>