

CITY OF SHREVEPORT FINANCE DEPARTMENT REVENUE DIVISION

Guidelines for Opening a Business in the City of Shreveport

1. Obtain a Certificate of Occupancy:

All businesses (including home-based businesses), that are located within the corporate limits of the City of Shreveport or the Parish of Caddo, must obtain a Certificate of Occupancy prior to applying for an Occupational License.

Contact: City of Shreveport

Permit Center

505 Travis St., Ste. 130 Shreveport, LA 71101 Phone: (318) 673-6442

2. Obtain an Occupational License:

An occupational license tax is due and payable upon commencement of the business. The City issues temporary licenses to conduct business for a period of 30 days. Temporary licenses must be updated after the first 30 days of business, and the permanent license will be mailed. The fee for the temporary license varies according to the type of business to be conducted (\$50).

Contact: City of Shreveport

Revenue Division Customer Service 505 Travis St., Ste. 120 Shreveport, LA 71101 Phone: (318) 673-5500

For Further information concerning the occupational license, including a downloadable application, log on to our website at: www.ci.shreveport.la.us and click on Finance Department, Revenue and Occupational License Tax. Or click here.

3. Register with City and State Sales Tax Authorities: (Most businesses are required to collect & remit Sales Tax)

Contact: Caddo-Shreveport Sales and Use Tax Commission

3300 Dee St.

Shreveport, LA 71105 Phone: (318) 865-3312

Contact: State of Louisiana

Department of Revenue Sales Tax Division Louisiana State Building 1525 Fairfield Ave., Room 630

Shreveport, LA 71101 Phone: (318) 676-7505

4. Obtain Federal Tax ID Number: (Businesses with employees must have a Federal Tax ID Number)

Contact: Internal Revenue Service

South Pointe Center 3007 Knight St., Room 110 Shreveport, LA 71105 Phone: (318) 869-6300

NOTE: Businesses applying for alcohol beverage permits and/or sexually oriented business permits must first make application and be approved by the Shreveport Police Department before commencing business. Contact: Shreveport Police Department, ABO office at (318)673-6140 or click <here>. Businesses opening outside of the corporate limits of Shreveport, but inside the Parish of Caddo, must make application for the occupational license at 505 Travis St., Ste. 850, Shreveport, LA 71101, or phone (318)226-6904.