

Restaurant Start-Up Checklist

Shreveport Restaurant Startup Checklist

✓ 1. Develop Your Concept & Business Plan *(Optional but recommended)*

- Define menu, target market, and location
- Draft a business plan with cost estimates

✓ 2. Choose a Business Structure

- Sole Proprietor | LLC | Corporation
- Register at geauxbiz.sos.la.gov

✓ 3. Register Business Name & Get an EIN

- Check name availability & register DBA
- Get EIN at irs.gov

✓ 4. Apply for Business & Food Service Licenses

- **Occupational License** (Shreveport Revenue Division)
- **Health Permit** (Caddo Parish Health Dept.)
- **Alcohol License** (If serving alcohol)

✓ 5. Secure a Location & Pass Inspections

- Confirm zoning compliance (Shreveport MPC)
- Obtain a **Certificate of Occupancy**
- Pass health & fire inspections

✓ 6. Obtain Food Handling Certifications

- Manager & staff must complete **ServSafe Certification**

✓ 7. Open a Business Bank Account & Set Up Finances

- Keep business & personal finances separate
- Set up POS system & accounting software

✓ 8. Get Business & Liability Insurance

- General liability, food contamination, and workers' comp insurance

9. Hire & Train Employees

- Register with **Louisiana Workforce Commission**
- Follow labor laws & payroll requirements

10. Market & Launch Your Restaurant

- Build a website, social media, and online ordering
- Partner with delivery platforms & local marketing

 **Stay Compliant:** Renew permits, pass health inspections, update licenses.