

Starting a home-based business in Shreveport requires adherence to the city's Unified Development Code (UDC). Here's a checklist to guide you through the process:

1. **Verify Zoning Compliance**

- Contact the Zoning Office at (318) 673-6442 to ensure your proposed business is permitted in your residential area.

shreveportcaddompc.com

2. **Submit Application**

- **Online:**
 - Create an account on MyGovernmentOnline (MGO).
 - Select "Certificate of Occupancy - Home Occupation" as the application type.
 - Follow the [Online Application Submittal Guide](#) for detailed instructions.
- **Paper Form:**
 - Download and complete the [Home-Based Business Application](#).
 - Submit via mail, email, or in person at Government Plaza, 505 Travis Street, Suite 440, Shreveport, LA 71101.

3. **Pay Application Fee**

- A non-refundable fee of \$75 is required for properties within city limits.
- Payments can be made online through MGO or in person at the cashier window on the first floor of Government Plaza.

4. **Schedule Inspection**

- After application submission, a zoning inspector will assess your property for compliance. This will be a drive by inspection. Rarely is it necessary to inspect the home.

5. **Obtain Certificate of Occupancy**

- Upon successful inspection, you'll receive your Home-Based Business Certificate of Occupancy, valid for two years. Renewal is required biennially.

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Additional Considerations:

- **Operational Restrictions:**

- Ensure your business activities do not generate excessive traffic or disrupt the residential character of your neighborhood.

shreveportnorth.org

- **Contact Information:**

- For questions or assistance, reach out to the Zoning Office at (318) 673-6442.