

## Shreveport Basic Business Startup Checklist

- ✓ 1. Develop Your Business Idea & Plan
  - Research market demand
  - Draft a business plan
- ✓ 2. Choose a Business Structure
  - Sole Proprietor | LLC | Corporation
  - Register at [geauxbiz.sos.la.gov](http://geauxbiz.sos.la.gov)
- ✓ 3. Register Your Business Name
  - Check availability at [www.GeauxBiz.gov](http://www.GeauxBiz.gov)
  - File DBA if needed
- ✓ 4. Get an EIN & Register for Taxes
  - EIN: [irs.gov](http://irs.gov)
  - State Taxes: [revenue.louisiana.gov](http://revenue.louisiana.gov)
- ✓ 5. Obtain Licenses & Permits
  - Occupational License (Shreveport Revenue Division)
  - Industry-Specific Permits (e.g., food, alcohol)
  - Zoning Approval (Shreveport MPC)
- ✓ 6. Secure a Business Location & Certificate of Occupancy
  - Ensure zoning compliance
  - Apply for a Certificate of Occupancy
- ✓ 7. Open a Business Bank Account
  - Keep business and personal finances separate
- ✓ 8. Get Business Insurance
  - General liability, workers' comp, property insurance
- ✓ 9. Hire Employees (If Needed)
  - Register with Louisiana Workforce Commission

- Set up payroll & workers' comp

## 10. Market & Launch Your Business

- Build a website & social media
- Join the Shreveport Chamber of Commerce

 **Stay Compliant: Renew licenses, pay taxes, update permits.**

### **Develop Your Business Idea & Plan**

- Research the **market demand** for your product/service.
- Identify your **target audience and competitors**.
- Draft a **business plan** (financial projections, funding needs, marketing strategy).

 **Resource: LSU Small Business Development Center (SBDC)** offers free business plan guidance. <https://www.susla.edu/page/entrepreneurship-and-small-business-development>