

Food Truck Regulations

Starting a food truck business in Shreveport, Louisiana, involves navigating both city and state regulations to ensure compliance and successful operation. Below is a comprehensive checklist outlining the necessary steps:

1. Develop a Business Plan (Optional but recommended)

- **Outline Your Concept:** Define your menu, target market, and unique selling proposition.
- **Financial Planning:** Prepare a budget, including startup costs, projected expenses, and revenue forecasts.

2. Register Your Business

- **Choose a Business Structure:** Decide whether to operate as a sole proprietorship, LLC, or corporation. <https://geauxbiz.sos.la.gov/>
- **Obtain an Employer Identification Number (EIN):** Apply through the IRS website. <https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>

3. Secure a Commercial Kitchen (Commissary)

- **Commissary Agreement:** Louisiana law requires mobile food vendors to operate in conjunction with a commissary for food preparation, storage, and sanitation needs.

shreveportla.gov

4. Obtain Necessary Permits and Licenses

- **Occupational/Business License:**
 - **Where:** City of Shreveport Finance Department, 505 Travis Street, Suite 640, Shreveport, LA 71101.
 - **Contact:** (318) 673-5500.
 - **Details:** Apply for an Occupational License to legally operate your business within the city.
- **Sales Tax Registration:**
 - **Caddo-Shreveport Sales and Use Tax Commission:**

- **Where:** 3300 Dee Street, Shreveport, LA 71105.
 - **Contact:** (318) 865-3312.
 - **Details:** Register to collect and remit sales tax.
- **Louisiana Department of Revenue:**
 - **Website:** Louisiana Department of Revenue.
 - **Details:** Obtain a state sales tax certificate.
- **Health Permit:**
 - **Caddo Parish Health Unit:**
 - **Where:** 1035 Creswell Avenue, Shreveport, LA 71101.
 - **Contact:** (318) 676-5222.
 - **Details:** Submit plans for your mobile unit, pass necessary inspections, and obtain a health permit.
- **Food Safety Certification:**
 - **Requirement:** At least one employee must have a Food Safety Manager Certificate.
 - **Details:** Complete an approved food safety course and obtain certification.
- **Fire Department Inspection:**
 - **Shreveport Fire Department:**
 - **Contact:** (318) 673-6650.
 - **Details:** Schedule an inspection to ensure compliance with fire safety regulations.
- **Food Truck and Trailer Vendor's License:**
 - **Shreveport-Caddo Metropolitan Planning Commission (MPC):**
 - **Where:** 505 Travis Street, Suite 440, Shreveport, LA 71101.
 - **Contact:** (318) 673-6480.
 - **Details:** Apply for a vendor's license specific to food trucks.

5. Vehicle Requirements

- **Vehicle Registration:**
 - **Louisiana Office of Motor Vehicles:**
 - **Details:** Ensure your food truck is registered in Louisiana.
- **Insurance:**
 - **Automobile Insurance:** Coverage for the vehicle.
 - **General Liability Insurance:** Minimum of \$500,000 coverage, naming the City of Shreveport as an insured party.
- **Vehicle Inspection:**
 - **Details:** Ensure the vehicle meets all safety and operational standards as required by state and local regulations.

6. Adhere to Zoning and Location Regulations

- **Permitted Locations:**
 - Operate only in approved zones (commercial, industrial, OS, IC) with written permission from property owners.
 - Maintain specified distances from existing restaurants, outdoor dining areas, and other specified locations.
- **Operational Standards:**
 - Comply with parking, noise, and waste disposal regulations.
 - Display the Food Truck and Trailer License sticker prominently.

7. Prepare for Inspections

- **Health Inspection:** Ensure compliance with all health codes.
- **Fire Safety Inspection:** Ensure all fire safety equipment is installed and operational.

8. Maintain Compliance

- **Daily Commissary Visits:** Report to your designated commissary daily for food, supplies, cleaning, and servicing.

- **Renew Licenses and Permits:** Keep track of expiration dates and renew as required.
- **Stay Informed:** Regularly check for updates to local and state regulations affecting food truck operations.

By following this checklist, you can navigate the regulatory landscape to successfully launch and operate your food truck in Shreveport.

FEES

Starting a food truck in Shreveport, Louisiana, involves several steps, each with associated fees. Below is a detailed breakdown:

1. Develop a Business Plan

- **Cost:** No direct fees; however, consider potential expenses for professional consulting services if utilized.

2. Register Your Business

- **Employer Identification Number (EIN):** No fee when obtained directly through the IRS website.

3. Secure a Commercial Kitchen (Commissary)

- **Commissary Agreement:** Fees vary depending on the facility; it's essential to contact local commissaries for specific pricing.

4. Obtain Necessary Permits and Licenses

- **Occupational/Business License:**
 - **Fee:** The initial fee is \$50 for the first six months of the year and \$25 starting July 1st, except for professional classifications.
 - **Contact:** City of Shreveport Finance Department at (318) 673-5500.
- **Sales Tax Registration:**
 - **Caddo-Shreveport Sales and Use Tax Commission:** Contact at (318) 865-3312 for fee information.
 - **Louisiana Department of Revenue:** Visit the Louisiana Department of Revenue for details.

- **Health Permit:**
 - **Fee:** Varies based on the specific permit; refer to the [Retail Food Permit Fee Schedule](#) for detailed information.
 - **Contact:** Caddo Parish Health Unit at (318) 676-5222.
- **Food Safety Certification:**
 - **Fee:** Varies depending on the provider; consult the [Food Safety Certification Provider List](#) for options.
- **Fire Department Inspection:**
 - **Fee:** Contact the Shreveport Fire Department at (318) 673-6650 for specific fee information.
- **Food Truck and Trailer Vendor's License:**
 - **Fee:** \$200.00.
 - **Contact:** Shreveport-Caddo Metropolitan Planning Commission (MPC) at (318) 673-6480.

5. Vehicle Requirements

- **Vehicle Registration:** Fees vary; consult the Louisiana Office of Motor Vehicles for details.
- **Insurance:** Premiums depend on coverage and provider; ensure compliance with state and local requirements.

6. Adhere to Zoning and Location Regulations

- **Fee:** No direct fees; however, ensure compliance to avoid potential fines.

7. Prepare for Inspections

- **Fee:** Inspection fees may apply; contact relevant departments for specifics.

8. Maintain Compliance

- **Fee:** Ongoing costs may include permit renewals and compliance-related expenses.

<https://nola.gov/food-truck-permit/>

Application Process

The application process begins with the Bureau of Revenue. Along with a completed application, on forms provided by the City, you must also have all of the documents, certifications and inspections listed below. No application shall be processed until all required documentation is received. No applicant is guaranteed a Permit.

1. A copy of the mobile food truck's valid registration with the Louisiana Department of Motor Vehicles. All trucks must be registered in the State of Louisiana.
2. A copy of automobile insurance for the mobile food truck, providing insurance coverage for any automobile accident that may occur while driving on the road.
3. A copy of your commercial general liability insurance coverage policy with liability coverage of at least \$500,000, naming the City as an insured party, providing insurance coverage for any accident that may occur while selling your food and conducting your business on the public rights-of-ways. This coverage must be valid at the time of application and throughout the year when the permit is valid. The official address of the City for insurance purposes is 1300 Perdido St., New Orleans, LA 70112.
4. All approvals, inspections, and certificates required by the State Department of Health and Hospitals. For questions regarding the State Health requirements, please call 504-568-7970.
5. All approvals, inspections, and certificates required by the New Orleans Fire Department. For questions regarding Fire requirements, please call 504-658-4770.
6. A photo of the mobile food truck indicating the dimensions. No mobile food truck can exceed 26 feet in length or 8 feet in width.
7. A copy of your valid Louisiana Driver's license.

Any driver of a food truck must possess a valid Louisiana Driver's license, as required by State law, and any driver and employee of a food truck must possess a City-issued employee I. D. card.