

Shreveport Basic Business Startup Checklist

1. Develop Your Business Idea & Plan

- Research market demand for your product or service
- Identify your target audience and competitors
- Draft a business plan with financial projections, funding needs, and marketing strategy

📌 **Resource:** The **Southern University at Shreveport Small Business Development Center (SUSLA SBDC)** offers free business planning guidance.

👉 susla.edu/page/entrepreneurship-and-small-business-development

2. Choose a Business Structure

- Decide between Sole Proprietor, LLC, or Corporation
 - Register your entity at: geauxbiz.sos.la.gov
-

3. Register Your Business Name

- Check name availability at www.geauxbiz.gov
 - File a DBA (“Doing Business As”) if needed
-

4. Get an EIN & Register for Taxes

- Apply for an Employer Identification Number (EIN): irs.gov
 - Register for Louisiana taxes: revenue.louisiana.gov
-

5. Obtain Licenses & Permits

- Apply for an **Occupational License** through the Shreveport Revenue Division
 - Check for **industry-specific permits** (e.g., food, alcohol)
 - Get **zoning approval** through the Metropolitan Planning Commission (MPC)
-

6. Secure a Business Location & Certificate of Occupancy

- Ensure your location meets zoning requirements
 - Apply for a **Certificate of Occupancy** through the City
-

7. Open a Business Bank Account

- Keep your business and personal finances separate
-

8. Get Business Insurance

- Consider general liability, workers' compensation, and property coverage
-

9. Hire Employees (If Needed)

- Register with the **Louisiana Workforce Commission**
 - Set up payroll and workers' compensation insurance
-

10. Market & Launch Your Business

- Build a website and launch social media accounts
 - Join your local business networks like the **Shreveport Chamber of Commerce**
-

Ongoing Compliance

- Renew licenses annually
- Pay state and local taxes
- Keep permits and registrations up to date