PARISH OF CADDO

To open a business in Caddo Parish (outside of incorporated municipalities) follow these steps:

1. **Obtain a Certificate of Occupancy**

   All businesses (even businesses run from your home) that are within the Shreveport Metropolitan Planning Commission boundaries (roughly 5 miles from the city limits) must obtain a Certificate of Occupancy prior to applying for an occupational license.

   Contact: **City of Shreveport**
   Permit Center
   505 Travis Street, Suite 130
   Shreveport, LA 71101
   Phone: (318) 673-6442

2. **Obtain an Occupational License**

   An Occupational License tax is due and payable upon commencement of the business. The Parish of Caddo issues an original license at the time of application. This license requires a minimum fee of $50.00 (cash, money order, or check).

   Contact: **Parish of Caddo**
   Department of Finance
   505 Travis Street, Suite 850
   Shreveport, LA 71101
   Phone: (318) 677-5372

3. **Register with Parish and State Sales Tax Authorities**

   Most businesses are required to collect sales tax.

   Contact:

   Caddo-Shreveport Sales and Use Tax Commission
   3300 Dee Street
   Shreveport, LA 71105
   Phone: (318) 865-3312

   State of Louisiana
   Department of Revenue
   Sales Tax Division
   Louisiana State Building
   1525 Fairfield Room 630
   Shreveport, LA 71101
   Phone: (318) 676-7505

4. **Obtain Federal Tax ID Number**

   Businesses with employees must have a Federal Tax ID Number

   Contact: **Internal Revenue Service**
   South Pointe Center
   3007 Knight Street, Room 100
   Shreveport, LA 71105
   Phone: (318) 869-6310

Note: If your business is a restaurant, day care center, nursing home, or any business that serves food or beverages, you will need to apply for a Health Certificate.

Contact: Caddo Parish Health Unit (318) 676-5265