

## **Appendix: Shreveport Comparative Analysis**

### **Barriers to Business: Steps to Start a Restaurant in Shreveport, Louisiana**

**Disclaimer:** The numbers below are based on information and data current as of Fall 2024. Since then, processes as managed by Shreveport regulatory agencies may have been changed or updated, which could mean that certain details below are no longer fully accurate.

#### **We assume:**

- The restaurant is a limited liability company (LLC)
- It will have 40 seats and 8 employees
- Spatial dimensions:
  - 1,000 sq. ft. total
  - 600 sq. ft. for seating
  - 400 sq. ft. for kitchen/storage/preparation space
- The desired location is zoned commercial, and a restaurant is permitted by right
- A planned renovation involving structural interior changes of a space that was formerly a restaurant
- Permits needed:
  - Building permit for \$180,000 of work
  - Mechanical permit for \$25,000 of work
  - Electrical permit for \$25,000 of work
  - Plumbing permit for \$25,000 of work
  - Sign permit
  - No other miscellaneous permits
  - Space was previously a restaurant that went out of business.

These estimations are based on industry standards for calculating the seating capacity of a restaurant as well as for valuing renovation projects on a per-square-foot basis.<sup>1</sup> Please note that the itemized lists below are not necessarily in chronological order nor are they required to be completed in a specified order.

**Total Cost: \$1,847—the total amount in fees for licenses and permits an applicant will have to pay to start a restaurant; see fee totals below.**

**Number of Fees: 16**—the number of fees an applicant will have to pay to start a restaurant, according to the assumptions listed above; in some cases, these fees are estimations based on researchers' best understanding of agency regulations and fee schedules.

1. Business Registration filing fee: \$100
2. Commercial Remodel permit: \$945
3. New Plan Review for Architectural Review: \$20
4. Plumbing Permit: \$31.50
5. Electrical Permit: \$31.50
6. HVAC/Mechanical Permit: \$31.50
7. Certificate of Occupancy—Commercial application: \$125
8. Building inspection fee: \$68.25
9. Plumbing inspection fee: \$68.25
10. Electrical inspection fee: \$68.25
11. Mechanical/HVAC inspection fee: \$68.25
12. Wall Sign Permit application: \$50
13. New Business License application: \$50
14. Food Safety Certification course: \$15
15. Application for Food Safety Manager Certification: \$25
16. Final permit inspection: \$150

**Agencies Involved: 14**—the number of agencies an applicant will likely have to interface with to start a restaurant.

1. Louisiana Secretary of State - oversees business name availability and geauxBIZ webform
2. U.S. Treasury Financial Crimes Enforcement Network - oversees Beneficial Ownership Report
3. Caddo-Shreveport Sales and Use Commission - oversees sales tax accounts
4. Louisiana Department of Revenue - oversees application for Louisiana Revenue Account Number
5. Internal Revenue Service - oversees Employer Identification Number (EIN)
6. Louisiana Workforce Commission - oversees Louisiana Unemployment Employer Accounts
7. Caddo Parish Assessor's Office - oversees property evaluations for ad valorem tax purposes
8. Shreveport/Caddo Metropolitan Planning Commission - oversees zoning inspections
9. Louisiana Office of the State Fire Marshal - oversees plan reviews

10. Fire Prevention Division of Shreveport Fire Department - oversees fire safety inspections
11. Permits and Inspections - oversees inspections for plumbing, building, electrical, and HVAC
12. Caddo Parish Health Unit - oversees health inspections
13. Finance Department of the City of Shreveport - oversees New Business License Application
14. Louisiana Department of Health - oversees food safety certifications

**In-Person Activities: 9—the minimum number of compliance activities an applicant will have to complete in person to start a restaurant.**

1. Be present or have building open for the Fire Inspector
2. Be present or have building open for the Building Inspector
3. Be present or have building open for the Plumbing Inspector
4. Be present or have building open for the Electrical Inspector
5. Be present or have building open for the Mechanical/HVAC Inspector
6. Be present or have building open for the Zoning Inspector
7. Be present or have building open for the Health Inspector
8. Submit New Business License Application form to the Louisiana Revenue Office at the Finance Department of the City of Shreveport
9. Undergo final permit inspection

**Number of Forms: 24—the number of forms and applications an applicant will have to complete to start a restaurant.**

1. New account with geauxBIZ portal to file a new business registration
2. Articles of Organization through geauxBIZ webform
3. Domestic Limited Liability Company Initial Report through geauxBIZ webform
4. Beneficial Ownership Report
5. Registration for sales tax account on Parish E-File
6. Application for Account Number with Caddo-Shreveport Sales and Use Commission
7. R-16019, Application for Louisiana Revenue Account Number
8. SS-4, Application for Employer Identification (EIN)
9. Louisiana Unemployment Employer Account form
10. New account with Louisiana Taxpayer Access Point (LaTAP).
11. Employer's Quarterly Return of Louisiana Withholding Tax (Form L-1)
12. New account with MyGovernmentOnline.org
13. Application for Commercial Remodel permit
14. New account with Louisiana Office of the State Fire Marshal

15. New Plan for Architectural Review
16. Registration for a Plumbing Permit
17. Registration for an Electrical Permit
18. Registration for an HVAC/Mechanical Permit
19. Certificate of Occupancy - Commercial Application
20. Sign Permit Application
21. New Business License Application
22. Permanent License Application
23. Application for Food Safety Manager Certification
24. Louisiana Department of Health Plan Review Questionnaire

**Number of Steps: 49—the total number of discrete steps an applicant will have to complete to start a restaurant; We identified documentation requirements using city instructions featured on guides and applications.**

1. Create an account with [geauxBIZ](#), a one-stop portal for launching a business in Louisiana.
2. Verify that your business name is available and distinguishable with the Louisiana Secretary of State.
3. Submit Articles of Organization through [geauxBIZ](#) webform.
4. Submit Domestic Limited Liability Company Initial Report through [geauxBIZ](#) webform.
5. Complete [Beneficial Ownership Report](#) with U.S. Treasury Financial Crimes Enforcement Network.
6. Register for a sales tax account on Parish E-file (serves state and local).
7. [File](#) with Caddo-Shreveport Sales and Use Commission.
8. Fill out R-16019, Application for Louisiana Revenue Account Number with Louisiana Department of Revenue.
9. Submit SS-4, Application for Employer Identification (EIN) on the IRS website, by fax, or by mail.<sup>4,5</sup>
10. Complete webform to apply for a Louisiana Unemployment Employer Account from Louisiana Workforce Commission.
11. Register for an online account with Louisiana Taxpayer Access Point (LaTAP).
12. [File the Employer's Quarterly Return of Louisiana Withholding Tax \(Form L-1\)](#).
13. Contact the Assessor's Office to get property valued for ad valorem tax purposes.
14. Call the Zoning Office of the Metropolitan Planning Commission to verify that you are able to operate your proposed business on your property.
15. Create a [MyGovernmentOnline.org](#) account.
16. Apply for a Commercial Remodel permit through [MyGovernmentOnline](#).
17. Submit with Commercial Remodel Permit Application, Statement of Work.
18. Submit with Commercial Remodel Permit Application, Construction Plans.
19. Submit with Commercial Remodel Permit Application, Copy of Customer/Contractor Contract.

20. Create an account with Louisiana Office of the State Fire Marshal (OSFM).
21. Submit New Plan Review for Architectural Review.
22. Submit with New Plan Review, Photographs. (Resubmit Plans, Shop Drawings, Specifications/Calculations, and Correspondence, required for Commercial Remodel Permit)
23. Submit with Commercial Remodel Permit Application Fire Marshall Approval Letter.
24. Register a Plumbing Permit against your building permit.
25. Register an Electrical Permit against your building permit.
26. Register an HVAC/Mechanical Permit against your building permit.
- <sup>27.</sup> Fill out Certificate of Occupancy - Commercial application.
28. Submit payment for Certificate of Occupancy online at MyGovernmentOnline.com.
29. Be present or have building open for the Fire Inspector - Fire Prevention Department
30. Be present or have building open for the Building Inspector of Permits and Inspections
31. Be present or have building open for the Plumbing Inspector - Permits and Inspections
32. Be present or have building open for the Electrical Inspector - Permits and Inspections
33. Be present or have building open for the Mechanical/HVAC Inspector - Permits and Inspections
34. Be present or have building open for the Zoning Inspector - Metropolitan Planning Commission
35. Be present or have building open for the Health Inspector - Caddo Parish Health Unit
36. Complete Sign Permit Application on MyGovernmentOnline.
37. Submit drawings of the proposed signage with dimensions alongside the application.
38. Upon receipt of invoice, submit payment on MyGovernmentOnline or on the first floor of Government Plaza.
- <sup>39.</sup> Fill out New Business License Application form, found on Occupational License Tax page.
40. Submit completed application at the Revenue Office at the Finance Department of the City of Shreveport
41. Receive 30-day temporary license. Permanent license application will be mailed 15 days from the business begin date, which must be filed at the end of the first 30 days of business.
42. Take food safety certification course at an approved Louisiana Department of Health (LDH) provider
43. Take Food Safety Certification exam
44. Submit application for Food Safety Manager Certification from LDH.

45. Complete LDH plan review questionnaire.
46. Submit the questionnaire along with a detailed, scale-drawn, floor plan of establishment and a site plan to the sanitarian in Caddo parish.
47. Receive plan approval letter from local sanitarian. This is NOT a permit to operate.
48. Schedule final permit inspection.
49. Undergo final permit inspection. If, after the final permitting inspection, all requirements have been met, a State Health Department Permit to Operate will be issued.

## **Barriers to Business: Steps to Add a Liquor License to a Restaurant in Shreveport, Louisiana**

**Disclaimer:** The numbers below are based on information and data current as of Fall 2023. Since then, processes as managed by Shreveport regulatory agencies may have been changed or updated, which could mean that certain details below are no longer fully accurate.

### **We assume:**

A fully permitted and operating restaurant wants to add on a liquor license.

- Limited Liability Company (LLC)
- 40 seats
- 8-10 employees
- Facility already zoned for use as a liquor establishment.

**Total Cost: \$1,782—the total amount in fees for licenses and permits an applicant will have to pay to add a liquor license to a restaurant; see fee totals below.**

**Number of Fees: 5—the number of fees an applicant will have to pay to add a liquor license to a restaurant, according to the assumptions listed above; in some cases, these fees are estimations based on researchers' best understanding of agency regulations and fee schedules.**

1. New License Application - Alcohol: Notice of Intent application fee: \$100
2. New License Application - Alcohol: Class A - Restaurant application fee for beer and liquor: \$345
3. 2 fingerprint cards for background check: \$20
4. Local liquor license application processing fee and permit: \$1,075
5. Alcohol Beverage Operator (ABO) cards -- Class A ABO Card for owner (\$50) + Class B ABO cards for restaurant employees (\$24), for 8 restaurant employees: \$242

**Agencies Involved: 2—the number of agencies an applicant will likely have to interface with to add a liquor license to a restaurant.**

1. Louisiana Office of Alcohol and Tobacco Control - oversees application
2. Shreveport Police Department - distributes liquor license, oversees background checks, and oversees Alcohol Beverage Operator (ABO) cards

**In-Person Activities: 6—the minimum number of compliance activities an applicant will have to complete in person to add a liquor license to a restaurant.**

1. Get Notice of Intent Poster Application affidavit notarized by a notary public
2. Hang Notice of Intent posters
3. Get Alcohol Schedule A Form notarized by a notary public
4. Obtain fingerprint cards from Office of Alcohol and Tobacco Control, Louisiana State Police, or Shreveport Local Police Department
5. Submit ABO Card Applications at ABO office
6. Undergo inspection

**Number of Forms: 8—the number of forms and applications an applicant will have to complete to add a liquor license to a restaurant.**

1. New account with Louisiana Alcohol and Tobacco
2. New License Application - Alcohol: Notice of Intent
3. New License Application - Alcohol: Class A - Restaurant
4. Alcohol Schedule A Form
5. Authorization Form
6. Disclosure Form
7. Application packet for local liquor license
8. ABO card application

**Number of Steps: 22—the total number of discrete steps an applicant will have to complete to add a liquor license to a restaurant; We identified documentation requirements using city instructions featured on guides and applications.**

1. Make an online account with Louisiana Office of Alcohol and Tobacco Control (ATC).
2. Fill out and submit New License Application - Alcohol: Notice of Intent
3. Get Notice of Intent (NOI) Poster Application affidavit notarized by a notary public.
4. Submit application.
5. Receive NOI posters, hang NOI posters outside the premises permitted in a location visible to the public for at least 15 days before submitting the completed alcoholic beverage application packet.
6. After 15 days of NOI poster display, fill out New License Application - Alcohol: Class A - Restaurant at [Louisiana Alcohol and Tobacco](#), or as [pdf form](#).
7. Submit with Application, Colored Copy of Driver's License or ID.
8. Get Alcohol Schedule A Form notarized by a notary public.
9. Submit with Application, Alcohol Schedule A Form: Individual Suitability Disclosure (Must be executed by EACH INDIVIDUAL manager, owner, partner, financial backer, officer, agent, director, stockholder, member, or any person owning more than 5% of the stock or membership interest in the business.)
10. Submit with Application, Proof of Publication & Newspaper Ad.
11. Submit with Application, Local Alcoholic Beverage Permit/Proof of Application

12. Obtain fingerprint cards from ATC, Louisiana State Police, or Local Police Department/Sherriff's Office.
13. Submit with Application, 2 sets of fingerprint cards.
14. Submit with Application, Authorization Form
15. Submit with Application, Disclosure Form.
16. Receive Louisiana ATC Alcoholic Beverage Permit, or temporary permit valid for 35 days until local permit is obtained.
17. Fill out and submit [application packet for local liquor license](#), available through Shreveport Police Department [website](#).
18. Fill out applications for all owners/managers/spouses/employees who will be working inside the business.
19. Submit Alcohol Beverage Operator (ABO) Card Applications at ABO Office.
20. Present with Application, original Social Security Card, no copies.
21. Install required digital camera system.
  - a. Cameras shall be positioned to record all entrances and exits, all stairways and elevators, all points of sales, all parking lots, and all fueling areas.
  - b. Cameras shall be in operation and recording any time the establishment is open for business and for one hour after closing.
  - c. All recorded videos shall be maintained for at least 30 days and shall be made readily available to law enforcement upon request.

All owners, managers, and spouses must get a background check for the City of Shreveport done in person at the ABO office, unless they have/are required to get an ABO card instead.

22. Undergo inspection.

## **Barriers to Business: Steps to Start a Retail Establishment in Shreveport, Louisiana**

**Disclaimer:** The numbers below are based on information and data current as of Fall 2023. Since then, processes as managed by Shreveport regulatory agencies may have been changed or updated, which could mean that certain details below are no longer fully accurate.

### **We assume:**

We are looking into the requirements of starting a standard retail establishment in Shreveport (ex., bookstore, clothing store, etc.).

- No alcohol sales or pharmacy
- No manufacturing
- No food preparation
- LLC
- 3-5 employees
- 1000 sq ft
  - Limited liability company
  - 2 employees
    - 1,000 sq. ft.
  - Desired location is not permitted by right, but doesn't need to be rezoned, either—instead, requires conditional approval.
  - The previous space was not a bookstore, but no structural changes or renovations are involved.
  - Permits needed:
    - Conditional use permit
    - Sign permit
    - No other miscellaneous permits

**Total Cost: \$598—the total amount in fees for licenses and permits an applicant will have to pay to start a retail establishment; see fee totals below.**

**Number of Fees: 8—the number of fees an applicant will have to pay to start a retail establishment, according to the assumptions listed above; in some cases, these fees are estimations based on researchers' best understanding of agency regulations and fee schedules.**

1. New Business Registration filing fee: \$100
2. Certificate of Occupancy—Commercial application: \$125
3. Building inspection fee: \$68.25
4. Plumbing inspection fee: \$68.25

5. Electrical inspection fee: \$68.25
6. Mechanical/HVAC inspection fee: \$68.25
7. Wall Sign Permit application: \$50
8. New Business License application: \$50

**Agencies Involved: 11—the number of agencies an applicant will likely have to interface with to start a retail establishment.**

1. Louisiana Secretary of State—oversees business name availability.
2. U.S. Treasury Financial Crimes Enforcement Network—oversees Beneficial Ownership Report
3. Caddo-Shreveport Sales and Use Commission - oversees sales tax accounts
4. Louisiana Department of Revenue - oversees application for Louisiana Revenue Account Number
5. Internal Revenue Service - oversees Employer Identification Number (EIN)
6. Louisiana Workforce Commission - oversees Louisiana Unemployment Employer Accounts
7. Caddo Parish Assessor's Office - oversees property evaluations for ad valorem tax purposes
8. Shreveport/Caddo Metropolitan Planning Commission - oversees zoning inspections
9. Fire Prevention Division of Shreveport Fire Department - oversees fire safety inspections
10. Permits and Inspections - oversees inspections for plumbing, building, electrical, and HVAC
11. Finance Department of the City of Shreveport - oversees New Business License Application

**In-Person Activities: 7—the minimum number of compliance activities an applicant will have to complete in-person to start a retail establishment.**

1. Be present or have building open for Fire Inspector
2. Be present or have building open for Building Inspector
3. Be present or have building open for Plumbing Inspector
4. Be present or have building open for Electrical Inspector
5. Be present or have building open for Mechanical/HVAC Inspector
6. Be present or have building open for the Zoning Inspector
7. Submit New Business License Application form to the Louisiana Revenue Office at the Finance Department of the City of Shreveport

**Number of Forms: 16—the number of forms and applications an applicant will have to complete to start a retail establishment.**

1. New account with geauxBIZ portal to file a new business registration
2. Articles of Organization through geauxBIZ webform
3. Domestic Limited Liability Company Initial Report through geauxBIZ webform
4. Beneficial Ownership Report
5. Registration for sales tax account on Parish E-File
6. Application for Account Number with Caddo-Shreveport Sales and Use Commission
7. R-16019, Application for Louisiana Revenue Account Number
8. SS-4, Application for Employer Identification (EIN)
9. Louisiana Unemployment Employer Account form
10. New account with Louisiana Taxpayer Access Point (LaTAP).
11. Employer's Quarterly Return of Louisiana Withholding Tax (Form L-1)
12. New account with MyGovernmentOnline.org
13. Certificate of Occupancy - Commercial Application
14. Sign Permit Application
15. New Business License Application
16. Permanent License Application

**Number of Steps: 29—the total number of discrete steps an applicant will have to complete to start a retail establishment; We identified documentation requirements using city instructions featured on guides and applications.**

1. Create an account with geauxBIZ, a one-stop portal for launching a business in LA.
2. Verify that your business name is available and distinguishable with the Louisiana Secretary of State.
3. Submit Articles of Organization through geauxBIZ webform.
4. Complete Domestic Limited Liability Company Initial Report through geauxBIZ webform.
5. Complete Beneficial Ownership Report with U.S. Treasury Financial Crimes Enforcement Network
6. Call the Zoning Office (Metropolitan Planning Commission) to verify that you are able to operate your proposed business on your property.
7. Create a MyGovernmentOnline account.
8. Fill out Certificate of Occupancy - Commercial application.
9. Submit payment for Certificate of Occupancy online at MyGovernmentOnline.com.
10. Be present or have building open for the Fire Inspector - Fire Prevention Department
11. Be present or have building open for the Building Inspector - Permits and Inspections

12. Be present or have building open for the Plumbing Inspector - Permits and Inspections
13. Be present or have building open for the Electrical Inspector - Permits and Inspections
14. Be present or have building open for the Mechanical/HVAC Inspector - Permits and Inspections
15. Be present or have building open for the Zoning Inspector - Metropolitan Planning Commission
16. Register for a sales tax account on Parish E-file (serves state and local)
17. File with Caddo-Shreveport Sales and Use Commission
18. Fill out R-16019, Application for Louisiana Revenue Account Number with Louisiana Department of Revenue.
19. Submit SS-4, Application for Employer Identification (EIN) on the IRS website, by fax, or by mail.
20. Complete webform to apply for a Louisiana Unemployment Employer Account from Louisiana Workforce Commission.
21. Register for an online account with Louisiana Taxpayer Access Point (LaTAP).
22. File the Employer's Quarterly Return of Louisiana Withholding Tax (Form L-1).
23. Contact the Assessor's Office to get property valued for ad valorem tax purposes
24. Complete Sign Permit Application on MyGovernmentOnline.
25. Submit drawings of the proposed signage with dimensions alongside the application.
26. Upon receipt of invoice, submit payment on MyGovernmentOnline or on the first floor of Government Plaza.
27. Fill out New Business License Application form.
28. Submit completed application at the Revenue Office.
29. Receive 30-day temporary license. Permanent license application will be mailed 15 days from the business begin date, which must be filed at the end of the first 30 days of business.

## **Barriers to Business: Steps to Apply for a Home-Based Tutoring Business in Shreveport, Louisiana**

**Disclaimer:** The numbers below are based on information and data current as of Fall 2024. Since then, processes as managed by Shreveport regulatory agencies may have been changed or updated, which could mean that certain details below are no longer fully accurate.

### **We assume:**

- Business must be conducted by an individual permanently residing within the dwelling, and only residents of the dwelling may be employed.
- Signs, displays, or activities that indicate from the exterior that the structure is being used, in part, for any purpose other than that of a residence are prohibited.
- No more than four clients, patients, pupils, or customers are permitted at any given time. Such visits must occur between 7:00 a.m. and 7:00 p.m. and must be by appointment only.

**Total Cost: \$225—the total amount in fees for licenses and permits an applicant will have to pay to start a home-based tutoring business; see fee totals below.**

**Number of Fees: 3—the number of fees an applicant will have to pay to start a home-based tutoring business, according to the assumptions listed above; in some cases, these fees are estimations based on researchers' best understanding of agency regulations and fee schedules.**

1. New Business Registration filing fee: \$100
2. Payment for Certificate of Occupancy: \$75
3. New Business License Application: \$50

**Agencies Involved: 6—the number of agencies an applicant will likely have to interface with to start a home-based tutoring business.**

1. Louisiana Secretary of State – oversees business name availability and geauxBIZ webform
2. U.S. Treasury Financial Crimes Enforcement Network – oversees Beneficial Ownership Report
3. Caddo-Shreveport Sales and Use Commission – oversees sales tax accounts
4. Shreveport/Caddo Metropolitan Planning Commission - oversees zoning inspections
5. Internal Revenue Service - oversees Employer Identification Number (EIN)

6. Finance Department of the City of Shreveport - oversees New Business License Application

**In-Person Activities: 2–the minimum number of compliance activities an applicant will have to complete in person to start a home-based tutoring business.**

1. Be present or have building open for zoning inspection
2. Submit New Business License Application form to Revenue Office at the Finance Department of the City of Shreveport

**Number of Forms: 9–the number of forms and applications an applicant will have to complete to start a home-based tutoring business.**

1. New account with geauxBIZ webform
2. Articles of Organization through geauxBIZ webform
3. Domestic Limited Liability Company Initial Report through geauxBIZ webform
4. Beneficial Ownership Report
5. New account with MyGovernmentOnline.org
6. Certificate of Occupancy - Home Occupation application
7. SS-4, Application for Employer Identification (EIN)
8. New Business License Application
9. Permanent License Application

**Number of Steps: 15–the total number of discrete steps an applicant will have to complete to start a home-based tutoring business; We identified documentation requirements using city instructions featured on guides and applications.**

1. Create an account with geauxBIZ, a one-stop portal for launching a business in Louisiana.
2. Verify that your business name is available and distinguishable with the Louisiana Secretary of State.
3. Submit Articles of Organization through geauxBIZ webform.
4. Submit Domestic Limited Liability Company Initial Report through geauxBIZ webform.
5. Complete Beneficial Ownership Report with U.S. Treasury Financial Crimes Enforcement Network.
6. Call the Zoning Office of the Metropolitan Planning Commission to verify that you are able to operate your proposed business on your property.
7. Create a MyGovernmentOnline.org account.
8. Fill out Certificate of Occupancy - Home Occupation application.

9. Submit payment for Certificate of Occupancy online at MyGovernmentOnline.com.
10. Be present or have building open for zoning inspection
11. Submit SS-4, Application for Employer Identification (EIN) on IRS website, by fax, or by mail.
12. Contact the Caddo Parish Assessors' Office to get property valued for ad valorem tax purpose
13. Fill out New Business License Application form, found on Occupational License Tax page.
14. Submit completed application at the Revenue Office at the Finance Department of the City of Shreveport.
15. Receive 30-day temporary license. Permanent license application will be mailed 15 days from the business begin date, which must be filed at the end of the first 30 days of business.

## **Barriers to Business: Steps to Start a Food Truck in Shreveport, Louisiana**

**Disclaimer:** The numbers below are based on information and data current as of Fall 2024. Since then, processes as managed by Shreveport regulatory agencies may have been changed or updated, which could mean that certain details below are no longer fully accurate.

### **We assume:**

A typical food truck serving hot meals prepared on location using standard ingredients.

- Limited Liability Company (LLC)
- 1 food truck
- No existing brick-and-mortar location
- Will not serve alcohol
- 2-3 employees

**Total Cost: \$491—the total amount in fees for licenses and permits an applicant will have to pay to start a food truck; see fee totals below.**

**Number of Fees: 7—the number of fees an applicant will have to pay to start a food truck, according to the assumptions listed above; in some cases, these fees are estimations based on researchers' best understanding of agency regulations and fee schedules.**

1. Business Registration filing fee: \$100
2. Commercial Certificates of Occupancy Application fee: \$75
3. New Business License Application Form fee: \$50
4. Registration of food truck with Louisiana Department of Public Safety and Corrections: \$76.50
5. Food Safety Certification Course: \$15
6. Application for Food Safety Manager Certification: \$25
7. Final permit inspection: \$150

**Agencies Involved: 11—the number of agencies an applicant will likely have to interface with to start a food truck.**

1. Louisiana Secretary of State - oversees business name availability and geauxBIZ webform
2. U.S. Treasury Financial Crimes Enforcement Network - oversees Beneficial Ownership Report
3. Caddo-Shreveport Sales and Use Commission - oversees sales tax accounts
4. Louisiana Department of Revenue - oversees application for Louisiana Revenue Account Number

5. Internal Revenue Service - oversees Employer Identification Number (EIN)
6. Caddo Parish Assessor's Office - oversees property evaluations for ad valorem tax purposes
7. Shreveport/Caddo Metropolitan Planning Commission - oversees zoning inspections
8. Finance Department of the City of Shreveport - oversees New Business License Application
9. Fire Prevention Division of Shreveport Fire Department - oversees fire safety inspections
10. Louisiana Department of Public Safety and Corrections - oversees registrations of food trucks
11. Louisiana Department of Health - oversees food safety certifications

**In-Person Activities: 3—the minimum number of compliance activities an applicant will have to complete in person to start a food truck.**

1. Submit New Business License Application form to the Louisiana Revenue Office at the Finance Department of the City of Shreveport
2. Undergo fire inspection
3. Undergo final permit inspection

**Number of Forms: 16—the number of forms and applications an applicant will have to complete to start a food truck.**

1. New account with geauxBIZ portal to file a new business registration
2. Articles of Organization through geauxBIZ webform
3. Domestic Limited Liability Company Initial Report through geauxBIZ webform
4. Beneficial Ownership Report
5. Registration for sales tax account on Parish E-File
6. Application for Account Number with Caddo-Shreveport Sales and Use Commission
7. R-16019, Application for Louisiana Revenue Account Number
8. SS-4, Application for Employer Identification (EIN)
9. New account with MyGovernmentOnline.org
10. Certificate of Occupancy - Commercial application
11. New Business License Application
12. Permanent License Application
13. Food Truck Vendor's License Application
14. Registration of food truck with Louisiana Department of Public Safety and Corrections
15. Application for Food Safety Manager Certification
16. Mobile Food Establishment: Plan Review Questionnaire

**Number of Steps: 28—the total number of discrete steps an applicant will have to complete to start a food truck; We identified documentation requirements using city instructions featured on guides and applications.**

1. Create an account with [geauxBIZ](#), a one-stop portal for launching a business in Louisiana.
2. Verify that your business name is available and distinguishable by calling the Louisiana Secretary of State.
3. Submit Articles of Organization through [geauxBIZ](#) webform.
4. Submit Domestic Limited Liability Company Initial Report through [geauxBIZ](#) webform.
5. Complete [Beneficial Ownership Report](#) with U.S. Treasury Financial Crimes Enforcement Network
6. Register for a sales tax account on Parish E-file (serves state and local)
7. [File](#) with Caddo-Shreveport Sales and Use Commission
8. Fill out R-16019, Application for Louisiana Revenue Account Number with Louisiana Department of Revenue<sup>2,3</sup>
9. Submit SS-4, Application for Employer Identification (EIN) on the IRS website, by fax, or by mail.<sup>4,5</sup>
10. Complete webform to apply for a Louisiana Unemployment Employer Account from Louisiana Workforce Commission.
11. Create a [MyGovernmentOnline.org](#) account to submit certificate of occupancy and food truck applications online.
12. Complete [Commercial Certificate of Occupancy Application](#) from the Shreveport/Caddo Metropolitan Planning Commission.
13. Fill out New Business License Application form, found on Occupational License Tax page.
14. Submit completed application at the Revenue Office<sup>14</sup> at the Finance Department of the City of Shreveport.
15. Receive 30-day temporary license. Permanent license application will be mailed 15 days from the business begin date, which must be filed at the end of the first 30 days of business.
16. Obtain [commercial general liability insurance](#) with a coverage of at least \$500,000.
17. Submit [Food Truck Vendor's License Application](#)
18. Schedule Fire Prevention Inspection with Shreveport Fire Department.
19. Undergo Fire Prevention Inspection.
20. Register food truck with the [Louisiana Department of Public Safety and Corrections](#).
21. Take Food Safety Certification course at an approved LDH provider.
22. Pass exam for Louisiana Department of Health [Food Safety Certification](#).
23. Submit application for [Food Safety Manager Certification](#) from Louisiana Department of Health.
24. Complete LDH Mobile Food Establishment: Plan Review [Questionnaire](#).

25. Submit the questionnaire along with a floor plan of the Mobile Food Establishment and a layout of the Commissary and MFE Servicing Area.
26. Receive plan approval letter from local sanitarian. This is NOT a permit to operate.
27. Schedule [final permit inspection](#).
28. Undergo final permit inspection. If, after the final permitting inspection, all requirements have been met, a State Health Department Permit to Operate will be issued.