



Opening a New Business 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. This license requires a minimum fee of \$50.00 or a prorated fee of \$25 (cash, credit card, money order, or check) if start of business date is on or after July 1st. If your intent is to sell retail or purchase wholesale Alcohol you will need both a business license and related Alcohol Licenses for your business

Contact: Parish of Caddo
Department of Finance
505 Travis Street, Suite 850
Shreveport, LA 71101
Phone: (318) 677-5372
Email: licenses@caddo.gov

3. Register with Parish and State Sales Tax Authorities

Contact:

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

Louisiana Secretary of State
8585 Archives Ave
Baton Rouge, LA 70809
Phone: (225) 922-2880
<https://www.sos.la.gov/BusinessServices>

State of Louisiana Department of
Revenue Sales Tax Division
617 North Third Street Baton
Rouge, LA 70802
Phone: (855) 307-3893
<https://www.revenue.louisiana.gov/>

4. Obtain Federal Tax ID Number

Federal Tax Identification numbers will be required for new businesses with a bank account. New business owners with employees will require a State and Federal Identification number.

Contact:

Internal Revenue Service
Taxpayer Assistance Center
3007 Knight Street, Room 100
Shreveport, LA 71105
Phone: (318) 869-6310

State Income Tax State Building
1525 Fairfield Shreveport, LA
71101 Phone: (318) 676-7500

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

Secure Trade Names, Charter Business, & Patent Products

Information to secure trade names, charter business (corporation or partnership), or patent products will require applications from the listed locations.

Locations:**Trade Names/DBA**

Caddo Parish Clerk of Court

Courthouse - Room 103

Shreveport, LA 71101 Phone:

(318) 226-6780

Patent Products

Patent Office

2021 Jefferson Davis Hwy

Arlington, VA 22202 Phone:

(703) 308-4357

(703) 305 -8600

Charter Business

Secretary of State Corporation

Baton Rouge, LA

Phone: (225) 925-4704

ALCOHOL
RELATED BUSINESS
(In Addition To Occupational
License Requirements)

OUTSIDE CITY LIMITS

Location

Parish of Caddo Finance Department
505 Travis Street, Suite 850
Shreveport, LA 71101
Phone: (318) 673-5372

Occupational License

Occupational License tax is due and payable upon commencement of the business. The Parish may issue a temporary license to conduct business for a period of 30 days if requested. Temporary license must be updated after 30 days, and the original license will be mailed. This license requires a minimum fee of \$50.00 or a prorated fee of \$25 (cash, credit card, money order, or check) if start of business date is on or after July 1st.

Alcoholic Beverage License

Alcoholic Beverage License shall require the completion of an application supplied by the parish, shall be sworn to, and shall be accompanied by certified funds, in the proper amount payable to the parish.

Fees generally.	High content	Low content
Wholesale dealer	\$500.00	\$100.00
Retail dealer	\$500.00	
Class A		\$ 75.00
Class B		\$ 60.00

ABO Cards

Location

Sheriff Department
Basement of the Courthouse
Phone: (318) 681-0657

STATE

Alcohol Beverage License

Location

Revenue & Taxation Department
Alcoholic Beverage Control
1525 Fairfield Av
Shreveport, LA 71101
Phone: (318) 676-7511



OCCUPATIONAL LICENSE APPLICATION

Parish Of Caddo

505 Travis Street Suite 850, Shreveport, LA 71101

Phone (318)-677-5372 • Fax (318)-226-6909 • Website www.caddo.gov

Occupational licenses expire on December 31st of each year and must be renewed by March 1st of the following year to avoid penalty.
Please Provide one application for each business location or entity.

BUSINESS INFORMATION: (select one) LLC ☐ Corporation ☐ Partnership ☐
Sole Proprietorship ☐ Other ☐

Application Date _____ Year Applying For: _____ Full ☐ Half ☐

Name of Business _____

(Please print business name as you would like it to appear in the occupational license certificate)

Business Street Address _____

City/State/Zip _____

Business Phone _____

Tax Identification / EIN Number: _____

Describe the Nature of the Business: _____

Email Address: _____

New Business ☐ Purchase of Existing Business ☐ Existing Business (No Prior License) ☐

Business Classification (Please check all that apply)

Retail ☐ Service ☐ Wholesale ☐ Contractor ☐ Commission/ Brokerage ☐ Public Utilities ☐

Lending Businesses ☐ Insurance Company ☐ Gasoline Sales ☐ Alcohol Sales ☐

OWNER and MANAGER INFORMATION

Owner Name _____

Mailing Address (if different than above) _____

Owner Contact Phone # _____

Owner Driver's License # _____

Owner Email Address _____

Manager Name _____

Manager Phone # _____

By obtaining an Occupational License, I agree to abide by the ordinances contained in the Parish of Caddo Code of Ordinances, and any conditions placed upon the issuance of said license.

Name _____

Signature _____

Title _____

PAYMENT METHOD: Cash, Check or Credit Card

Check #: _____ Cash: _____ Credit/ Debit Card: _____

Money Order: _____ \$2.00 Processing Fee added for Credit/Debit Transactions

Business Licenses are \$50 for a full year, after June 30th the Fee will be prorated to \$25. It is the responsibility of the business to renew each year.

****Please attach a copy of the Business Owner's Drivers License and Certificate of Occupancy or Certificate Application****

FOR PARISH STAFF ONLY

Received By: _____

Date: _____

Approved By: _____

License Number and Additional Notes: _____

PARISH OF CADDO
AMENDED OCCUPATIONAL LICENSE TAX RETURN & FIRST 30-DAY
STATEMENT

In Compliance with Louisiana Revised Statutes R.S. 47:341-363

INSTRUCTIONS: Louisiana Law (R.S. 47:343) mandates that every new business paying an initial temporary or minimum tentative license tax (\$50.00 or \$25.00) must file this statement within 40 days after commencing business. Calculate your actual gross receipts during the first 30 days of operation, multiply by the number of months remaining in the calendar year to determine your estimated annual gross receipts, and compute the final occupational license tax due using the statutory schedules.

SECTION I: BUSINESS ACCOUNT REGISTRATION DETAIL

Legal Business Name:		Parish Account Number:	
Trade Name (DBA):		Federal EIN or SSN:	
Physical Business Address:		Date Business Commenced:	
Mailing Address (if different):		Contact Phone Number:	
Email Address:		Type of Business / NAICS:	

SECTION II: FIRST 30-DAY GROSS RECEIPTS & ANNUAL ESTIMATION

1. Actual Gross Receipts from First 30 Days of Operation:	\$
2. Number of Remaining Months in the Current Calendar Year: (Count partial months as a full month; maximum 12 months)	
3. Projected Estimated Annual Gross Receipts: (Multiply Line 1 by Line 2)	\$

SECTION III: OCCUPATIONAL LICENSE TAX COMPUTATION

4. Total Annual Occupational License Tax Due from Schedule: (Refer to Caddo Parish Code of Ordinances / La R.S. 47:341 tables for your specific classification)	\$
5. LESS: Initial Tentative/Minimum Tax Paid at Startup: (Typically \$50.00 or \$25.00)	\$
6. NET OCCUPATIONAL LICENSE TAX DUE: (Subtract Line 5 from Line 4. If Line 5 is greater than Line 4, enter 0. No refunds given.)	\$
7. Interest: (1.25% per month or fraction thereof from original due date if delinquent)	\$
8. Penalty: (5% per 30 days or fraction thereof from original due date; max 25% if delinquent)	\$
9. TOTAL REMITTANCE DUE: (Add Lines 6, 7, and 8. Make checks payable to Caddo Parish Tax Collector)	\$

SECTION IV: SWORN OATH AND SIGNATURE

I affirm and declare under the penalties of perjury that this return (including any accompanying schedules and statements) has been examined by me, and to the best of my knowledge and belief, is a true, correct, and complete return made in good faith for the taxable period stated, pursuant to Caddo Parish Ordinances and Louisiana Revised Statutes R.S. 47:341-363.

Taxpayer/Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

**If no tax is due, please sign and remit completed form to licenses@caddo.gov or mail to Parish of Caddo
Attn: Occupational Licensing Division P.O. Box 1127 Shreveport, LA 71163**

TABLE A		RETAIL DEALERS	
	If the Gross Sales are:		The Annual License
	As Much As	But Less Than	Shall Be
For every fixed location retail dealer in gasoline or other motor fuel, the tax shall be computed based on the amount of gallons of gasoline or motor fuel sold using the following table and the amount of gross sales of merchandise, services, and rentals using the in R.S. 47:354-Retail dealers in merchandise, services, and rentals using the table in R.S. 47:354-Retail dealers in merchandise, services, and rentals. The maximum sum of the tax using the two tables shall not exceed \$6,200.	\$0	\$50,000	\$50
	\$50,000	\$75,000	\$60
	\$75,000	\$100,000	\$90
	\$100,000	\$150,000	\$120
	\$150,000	\$200,000	\$180
	\$200,000	\$250,000	\$250
	\$250,000	\$300,000	\$300
	\$300,000	\$400,000	\$360
	\$400,000	\$500,000	\$500
	\$500,000	\$600,000	\$650
	\$600,000	\$750,000	\$800
	\$750,000	\$1,000,000	\$900
	\$1,000,000	\$1,500,000	\$1,200
	\$1,500,000	\$2,000,000	\$1,800
	\$2,000,000	\$2,500,000	\$2,400
	\$2,500,000	\$3,000,000	\$3,000
	\$3,000,000	\$3,500,000	\$3,600
	\$3,500,000	\$4,000,000	\$4,200
	\$4,000,000	\$4,500,000	\$4,800
	\$4,500,000	\$5,000,000	\$5,400
	\$5,000,000	\$5,500,000	\$6,000
	\$5,500,000		\$6,200
TABLE B		FUEL SALES	
	If the Gallons sold are:		The Annual License
	As Much As	But Less Than	Shall Be:
47:354-Retail dealers in merchandise, services, and rentals using the table in R.S. 47:354-Retail dealers in merchandise, services, and rentals. The maximum sum of the tax using the two tables shall not exceed \$6,200.	0	55,000	\$50
	55,000	85,000	\$60
	85,000	110,000	\$90
	110,000	165,000	\$120
	165,000	225,000	\$180
	225,000	275,000	\$250
	275,000	325,000	\$300
	325,000	450,000	\$360
	450,000	550,000	\$500
	550,000	650,000	\$650
	650,000	825,000	\$800
	825,000	1,000,000	\$900
	1,000,000	1,500,000	\$1,200
	1,500,000	2,000,000	\$1,800
	2,000,000	2,500,000	\$2,400
	2,500,000	3,000,000	\$3,000
	3,000,000	3,500,000	\$3,600
	3,500,000	4,000,000	\$4,200
	4,000,000	4,500,000	\$4,800
	4,500,000	5,000,000	\$5,400
	5,000,000	5,500,000	\$6,000
	5,500,000		\$6,200

Professionals Businesses (Lawyers, Doctors, Veterinarians, Licensed Psychologists, ect)

The license shall be one-tenth of one percent (.1%) of the annual gross receipts with a minimum tax of \$50 and a maximum tax of \$2,000.

1) Net Gross Receipts (Line 1) **multiplied by 0.001**

2) **License Tax Amount**

\$ _____

TABLE 2

WHOLESALE DEALERS

If the Gross Sales are: As Much As	But Less Than	The Annual License Shall Be
\$0	\$100,000	\$50
\$100,000	\$150,000	\$75
\$150,000	\$250,000	\$100
\$250,000	\$500,000	\$150
\$500,000	\$600,000	\$200
\$600,000	\$800,000	\$250
\$800,000	\$1,000,000	\$300
\$1,000,000	\$1,500,000	\$400
\$1,500,000	\$2,000,000	\$500
\$2,000,000	\$2,500,000	\$700
\$2,500,000	\$3,000,000	\$900
\$3,000,000	\$4,000,000	\$1,000
\$4,000,000	\$5,000,000	\$1,250
\$5,000,000	\$5,500,000	\$1,800
\$5,500,000	\$6,000,000	\$2,400
\$6,000,000	\$6,500,000	\$3,000
\$6,500,000	\$7,000,000	\$3,600
\$7,000,000	\$7,500,000	\$4,200
\$7,500,000	\$8,000,000	\$4,800
\$8,000,000	\$9,000,000	\$5,200
\$9,000,000	\$10,000,000	\$5,600
\$10,000,000	\$11,000,000	\$6,000
\$11,000,000	\$12,000,000	\$6,400
\$12,000,000	\$13,000,000	\$6,800
\$13,000,000	\$14,000,000	\$7,200
\$14,000,000		\$7,500

Note:

1) Contractors (BUILDERS) maximum license tax is \$750.00.

TABLE 4

COMMISSION/BROKERAGE AGENTS

If the Gross Commissions are: As Much As	But Less Than	The Annual License Shall Be
\$0	\$15,000	\$50
\$15,000	\$20,000	\$70
\$20,000	\$25,000	\$90
\$25,000	\$30,000	\$112
\$30,000	\$40,000	\$137
\$40,000	\$50,000	\$180
\$50,000	\$65,000	\$225
\$65,000	\$80,000	\$300
\$80,000	\$100,000	\$360
\$100,000	\$125,000	\$450
\$125,000	\$150,000	\$600
\$150,000	\$175,000	\$675
\$175,000	\$200,000	\$750
\$200,000	\$250,000	\$900
\$250,000	\$300,000	\$1,050
\$300,000	\$350,000	\$1,200
\$350,000	\$400,000	\$1,400
\$400,000	\$450,000	\$1,600
\$450,000	\$500,000	\$1,800
\$500,000	\$550,000	\$2,000
\$550,000	\$600,000	\$2,200
\$600,000	\$650,000	\$2,400
\$650,000	\$700,000	\$2,600
\$700,000	\$750,000	\$2,800
\$750,000	\$800,000	\$3,000
\$800,000	\$850,000	\$3,200
\$850,000	\$900,000	\$3,400
\$900,000	\$950,000	\$3,600
\$950,000		\$3,700

TABLE 3

LENDING BUSINESSES

If the Amount of Loans is: As Much As	But Less Than	The Annual License Shall Be
\$0	\$250,000	\$50
\$250,000	\$500,000	\$100
\$500,000	\$750,000	\$150
\$750,000	\$1,000,000	\$200
\$1,000,000	\$1,250,000	\$250
\$1,250,000	\$1,500,000	\$300
\$1,500,000	\$1,750,000	\$350
\$1,750,000	\$2,000,000	\$400
\$2,000,000	\$2,250,000	\$450
\$2,250,000	\$2,500,000	\$500
\$2,500,000	\$3,000,000	\$550
\$3,000,000	\$3,500,000	\$600
\$3,500,000	\$4,000,000	\$650
\$4,000,000	\$4,500,000	\$700
\$4,500,000	\$5,000,000	\$750
\$5,000,000	\$5,500,000	\$800
\$5,500,000	\$6,000,000	\$850
\$6,000,000	\$6,500,000	\$900
\$6,500,000	\$7,000,000	\$950
\$7,000,000	\$7,500,000	\$1,000
\$7,500,000	\$8,000,000	\$1,050
\$8,000,000	\$8,500,000	\$1,100
\$8,500,000	\$9,000,000	\$1,150
\$9,000,000	\$9,500,000	\$1,200
\$9,500,000	\$10,000,000	\$1,250
\$10,000,000	\$11,000,000	\$1,350
\$11,000,000	\$12,000,000	\$1,450
\$12,000,000	\$13,000,000	\$1,550
\$13,000,000	\$14,000,000	\$1,650
\$14,000,000	\$15,000,000	\$1,750
\$15,000,000	\$16,000,000	\$1,850
\$16,000,000	\$17,000,000	\$1,950
\$17,000,000	\$18,000,000	\$2,050
\$18,000,000	\$19,000,000	\$2,150
\$19,000,000	\$20,000,000	\$2,250
\$20,000,000	\$25,000,000	\$2,500
\$25,000,000	\$30,000,000	\$3,000
\$30,000,000	\$35,000,000	\$3,500
\$35,000,000		\$3,700

TABLE 5

PUBLIC UTILITIES

If the Gross Receipts are: As Much As	But Less Than	The Annual License Shall Be
\$0	\$20,000	\$50
\$20,000	\$25,000	\$60
\$25,000	\$37,500	\$75
\$37,500	\$50,000	\$115
\$50,000	\$75,000	\$150
\$75,000	\$100,000	\$200
\$100,000	\$150,000	\$300
\$150,000	\$200,000	\$450
\$200,000	\$250,000	\$650
\$250,000	\$500,000	\$750
\$500,000	\$750,000	\$1,500
\$750,000	\$1,000,000	\$2,250
\$1,000,000	\$1,250,000	\$3,000
\$1,250,000	\$1,500,000	\$3,750
\$1,500,000	\$1,750,000	\$4,500
\$1,750,000	\$2,000,000	\$5,250
\$2,000,000	\$2,250,000	\$6,000
\$2,250,000	\$2,500,000	\$6,900
\$2,500,000		\$7,500

Professionals and Other Businesses

The license shall be one-tenth of one percent (.1%) of the annual gross receipts with a minimum tax of \$50 and a maximum tax of \$2,000 (Lawyers, Dentists, Pharmacists, Veterinarian, Driving School, Accountant, ect.)

1) Net Gross Receipts \$ _____

2) Net Gross Receipts (Line 1) **multiplied** by **0.001**

3) **License Tax Amount** \$ _____



Hayley B. Barnett
DIRECTOR
Office • 318.226.6920
Fax • 318.429.7609

THE PARISH OF CADDO

DEPARTMENT OF FINANCE

GOVERNMENT PLAZA
505 Travis Street • Suite 800
P.O. Box 1127
Shreveport, LA 71163-1127

Stephanie Rico-Griffith
ASSISTANT DIRECTOR
Office • 318.841.5521

Darlene Cooper
PROCUREMENT OFFICER
Office • 318.226.6903
Fax • 318.226.6909

Renewing Your Occupancy License Online

You can now renew your Caddo Parish Occupational License online.

Steps to renew your Caddo Parish Occupational License:

- 1) Go to <https://olt.caddo.gov>
- 2) Click "Register for an account"
- 3) Once you have registered for an account and confirmed it (check your email), you can login using your new credentials (username/password).
- 4) Once you login, click on "My Dashboard" from here you can add your business(es) based on your unique business ID above.
 - a. Click "Add Existing Business"
 - b. Enter the "Business ID" (Business IDs are sent with printed license)
 - c. Click "Add Business"
- 5) Now you can renew your Caddo Parish Occupational License by clicking "Renew".