

## Licensing/Permit Checklist

### Your steps to opening a business in Union Parish:

#### 1. Corporations, limited liability companies and partnerships must be registered with:

Secretary of State, Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
[www.sos.la.gov](http://www.sos.la.gov)  
(225) 925-4704

#### 2. Contact your CPA of choice to determine the type of business (LLC, C-Corp, etc.)

#### 3. Your federal tax ID number is issued by:

Internal Revenue Service  
3007 Knight St.  
Shreveport, LA 71105  
[www.irs.gov](http://www.irs.gov)  
(318)869-6310

#### 4. Your state sales tax ID number is issued by:

Louisiana Department of Revenue  
P.O. Box 31706  
Shreveport, LA 71130  
<http://rev.louisiana.gov>  
(318) 676-7505

#### 5. Your Local Sales ID is issued by:

Union Parish Sales and Use Tax Commission  
(administered by Lincoln Parish)  
Denise Griggs, Administrator  
P.O. Box 9032  
Ruston, LA 71273  
(318) 251-8698

#### 6. Building Permit issued by:

Union Parish Police Jury Office  
303 East Water St.  
Farmerville, LA 71241  
[www.uppj.org](http://www.uppj.org)  
(318) 368-8687

#### 7. Your Occupational License is issued by:

City of Farmerville

P.O. Box 427  
407 South Main St.  
Farmerville LA 71241

#### 8. If employees are hired, you should contact:

Louisiana Workforce Commission  
2121 Fairfield Ave, Suite 100  
Shreveport, LA 71104-2053  
<http://www.laworks.net/Homepage.asp>  
(318) 676-7788  
[www.farmerville.org](http://www.farmerville.org)  
(318) 368-9242

#### For additional resources for your small business, you should contact:

##### North Louisiana Economic Partnership (NLEP)

1900N 18st St, Suite 501  
Monroe, LA 71201  
<http://www.nlep.org/home.aspx>  
(318) 387-0787

##### Northeast Louisiana SCORE

1810 Auburn Avenue, Suite 104  
Monroe, LA 71201  
<http://northeastlouisiana.score.org>  
(318) 323-0878

##### LED - Louisiana Economic Development

1051 North Third Street  
Baton Rouge, LA 70802  
(225)342-3000  
[www.opportunitylouisiana.com](http://www.opportunitylouisiana.com)

##### Union Parish Chamber of Commerce

Jon McKinnie, Director of Economic Development  
116 North Main St.  
Farmerville LA 71241  
[www.unionparishchamber.org](http://www.unionparishchamber.org)  
(713) 315-0220

##### ULM Small Business Development Center

700 University Ave, Stubbs Hall, Room 207  
Monroe, LA 71209  
<http://www.lsbdc.org/>  
(318) 342-5509

**Technology Business Development Center at  
Louisiana Tech**

P.O. Box 3145

Ruston, LA 71272

Phone: 318-257-3537

Fax: 318-257-4442

Website: <http://tbdc.latech.edu>

**Bernice Industrial Development Corp.**

679 Highway 2

Bernice, LA 71222

Phone: 318-285-9737

**Union Parish Labor/Employment, June 2018**

Unemployment rate: 7.0 %

Labor force: 9,207

Median family income: \$35,763

Average family income: \$50,965

*(Source: North Louisiana Economic  
Partnership)*