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
   [website]
   (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
   [website]
   (318) 869-6310

4. Your state sales tax ID number is issued by:
   Louisiana Department of Revenue
   P.O. Box 31706
   Shreveport, LA 71130
   [website]
   (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
   [website]
   (318) 368-8687

7. Your Occupational License is issued by:
   City of Farmerville

8. If employees are hired, you should contact:
   Louisiana Workforce Commission
   2121 Fairfield Ave, Suite 100
   Shreveport, LA 71104-2053
   [website]
   (318) 676-7788
   [website]
   (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
[website]
(318) 387-0787

Northeast Louisiana SCORE
1810 Auburn Avenue, Suite 104
Monroe, LA 71201
[website]
(318) 323-0878

LED - Louisiana Economic Development
1051 North Third Street
Baton Rouge, LA 70802
(225)342-3000
[website]

Union Parish Chamber of Commerce
Jon McKinnie, Director of Economic Development
116 North Main St.
Farmerville LA 71241
[website]
(713) 315-0220

ULM Small Business Development Center
700 University Ave, Stubbs Hall, Room 207
Monroe, LA 71209[website]
(318) 342-5509
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)