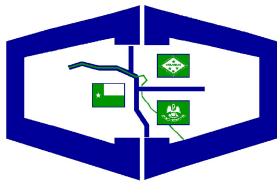


# Greenwood, Louisiana Business Resource Guide



**Greenwood  
Chamber of  
Commerce**



**THE COORDINATING &  
DEVELOPMENT  
CORPORATION**



**2014**

## PERMITTING AND LICENSING INFORMATION

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### **State Uniform Construction Code**

Due to the establishment of the State of Louisiana's Uniform Construction Code in 2005, It is unlawful to construct, enlarge, alter, repair, move, demolish, or change the occupancy of any building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, or to cause any such work to be done, without obtaining a properly issued permit from the municipality or parish in which your business is located. For permitting information, contact Town of Greenwood, 9381 Greenwood Rd, Greenwood, (318) 938-7261, [www.greenwoodla.org](http://www.greenwoodla.org).

### **Certificate of Occupancy**

Before a commercial or industrial building can be occupied and used, many communities require that Certificate of Occupancy be obtained. Provided all building and other code requirements have been met and building and zoning requirements are complied with, a Certificate of Occupancy will be issued by the appropriate authority. In some cases, certificates of occupancy are also required before an occupational license can be issued. Contact Town of Greenwood, 9381 Greenwood Rd, Greenwood, (318) 938-7261, [www.greenwoodla.org](http://www.greenwoodla.org).

### **Alcoholic Beverages**

Before a license to sell alcoholic beverages at any location within a Parish may be issued, a permit must be obtained. Applications and answers to specific questions regarding alcohol/beverage permits and licenses may be obtained from the Greenwood Police Department, (318) 938-7261.

### **Food and Beverage Facilities**

The Parish Health Unit, Sanitation Services, must review Food and Beverage Handling facilities: contact your local parish Health Department for specific information, [www.dhh.louisiana.gov/index.cfm/page/632/n/228](http://www.dhh.louisiana.gov/index.cfm/page/632/n/228)

### **Additional License and Registering Information**

#### **State**

#### **New Business Registration**

- For corporations, limited liability companies, and partnerships: Contact the Louisiana Secretary of State's Commercial Division for information and registration forms. (225) 925-4704, [www.sos.la.gov/Pages/default.aspx](http://www.sos.la.gov/Pages/default.aspx)
- For sole proprietors not using their real names in the company's name, and d/b/a registrations, state law requires that you register with the county clerk of the parish in which your business is located. <http://laclerksofcourt.org/clerksofcourt.htm>, then click on the name of your parish for contact information.

#### **Contractors**

- General contractors must be certified through the Louisiana State Licensing Board for Contractors before they can accept contracts values at \$50,000 or more.
- Plumbing, Electrical or Mechanical contractors must be certified through the Louisiana State Licensing Board for Contractors before they can accept contracts valued at \$10,000 or more.
- Home improvement contractors must be certified through the Louisiana State Licensing Board Contractors before they can accept contracts valued at \$1,500 or more. For forms and additional information, go to [www.lslbc.louisiana.gov/How\\_to\\_Apply.htm](http://www.lslbc.louisiana.gov/How_to_Apply.htm) or call (225) 765-2431.

#### **Alcoholic Beverage and/or Tobacco Licenses**

Any business selling beer, liquor, soft drinks or tobacco must obtain a state alcoholic beverage and/or tobacco license; the issuing authority is the Louisiana Department of Revenue and Taxation, Office of Alcoholic and Tobacco Beverage Control, Certification Division. (225) 925-4041, [www.atc.rev.state.la.us/](http://www.atc.rev.state.la.us/)

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### **Health Care Facilities Licenses**

A license is required by the State of Louisiana before a hospital or nursing home may be opened; the issuing authority is the Louisiana Department of Health and Hospitals, DHH/Health Standards Section. (225)-342-0138, <http://new.dhh.louisiana.gov/index.cfm/page/15/n/15>

### **Child Day Care Center Licenses**

A license is required by the State of Louisiana before a child day care center may be opened; the issuing authority is the Department of Social Services Licensing Bureau. (225) 342-0286, [www.dss.state.la.us/index.cfm?md=pagebuilder&tmp=home&nid=179&pnid=0&pid=298](http://www.dss.state.la.us/index.cfm?md=pagebuilder&tmp=home&nid=179&pnid=0&pid=298)

### **Adult Day Care Center and Other Adult Related Services Licenses**

The Louisiana Department of Health and Hospitals Services currently licenses Adult Day Health Care, Case Management Agencies, and Personal Care Attendants. (225) 342-2053, <http://dhh.louisiana.gov/index.cfm/directory/detail/701>

### **Environmental Licenses and Permits**

A range of licenses and permits are granted to businesses in compliance with state and federal environmental regulations; the issuing authority for most federal and state licenses and permits is the Louisiana Department of Environmental Quality, [www.deq.louisiana.gov/portal/tabid/36/Default.aspx](http://www.deq.louisiana.gov/portal/tabid/36/Default.aspx). For further information on state and federal regulations, permits, and licenses, contact the Louisiana Department of Environmental Quality Permits Division, (225) 219-3962 or the Northwest (Shreveport) Regional Office, (318) 676-7227 (for Lincoln Parish businesses, contact the Northeast Regional Office, (318) 362-5439). *The Department of Environmental Quality also offers a small business assistance program for small businesses, (318) 487-5528, [www.deq.louisiana.gov/portal/default.aspx?tabid=2040](http://www.deq.louisiana.gov/portal/default.aspx?tabid=2040)*

### **Federal**

**Occupational Safety and Health Administration (OSHA)** - OSHA requires no licenses or permits; however, it does require the display of a poster describing relevant rights and responsibilities. Most employers must keep a log of work-related injuries and illnesses, which must be accessible to employees. State Office: (225) 298-5458, [www.osha.gov](http://www.osha.gov)

### **Environmental Protection Agency (EPA)**

The EPA oversees all federal environmental legislation. It also has jurisdiction over the issuance of various permits and licenses, although this jurisdiction does not extend over all states for all environmental matters. To determine whether a particular business enterprise is subject to EPA regulations and whether the EPA or the Louisiana Department of Environmental Quality is the appropriate licensing authority, Region 6 Office, (includes Louisiana), (800) 887-6063, [www.epa.gov](http://www.epa.gov). The EPA also provides toll-free hot lines to provide information on specific legislative acts and requirements. For general information about EPA requirements and about the limits of federal licensing and permitting jurisdiction, visit: [www.epa.gov/epahome/hotline.htm](http://www.epa.gov/epahome/hotline.htm)

### **Red River Construction/Activities**

The Caddo-Bossier Port Commission by law is mandated to regulate commerce and traffic on the Red River within the parishes of Caddo and Bossier. Performance under this mandate requires permit procedures for certain types of activities, including: construction and/or dredging affecting navigable waters, passenger and/or marina type activities, and any activity on the Red River requiring permit authority from any Planning Commission or Levee Board within the two parishes. An application must be submitted to the Port Commission contemporaneously with application to other applicable permitting agencies such as the U. S. Army Corps of Engineers, Planning Commission, Levee Board, and/or U. S. Coast Guard. Approval must be obtained from the appropriate agency/agencies before the Port Commission will make a final determination, (318) 524-2272, [www.portsb.com](http://www.portsb.com)

## PERMITTING AND LICENSING INFORMATION

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### **Wetlands Applications**

The U. S. Army Corps of Engineers is responsible for permits involving the waters of the United States. Often a 404 Permit or Wetlands mitigation permit is required in development. All applications or inquiries should be directed to the Corps of Engineers, Vicksburg District, (601)631-5000, [www.mvk.usace.army.mil/](http://www.mvk.usace.army.mil/)