

Business License Requirements – Checklist

New Commercial Business

- Owner must apply in person.

**If a representative from the company is applying, the owner must provide them with a copy of their picture identification and a notarized letter stating authorization of said individual as representative of the company.*

- A valid picture identification that is not expired (driver's license, state identification or passport)
- Copy of the lease agreement or record of deed
- Certificate of Occupancy (Newly Constructed Buildings Only)
- Fulton County Fire and Rescue Department Inspection Form
- Health inspection for any business selling cooked food to the public.

*No Health inspection is required for businesses that sell prepackaged foods.

*Businesses that sell raw food such a produce or fish must obtain a license issued by the Georgia Department of Agriculture Food Safety Division.

- Zoning Confirmation received from Fulton County Zoning Department
- Affidavit verifying the status of the applicant – All businesses with more than 10 employees must are required to provide their E-verify number. For E-verify number questions, please call E-Verify Customer Service at 888-464-4218.

New Home Based Business

- Applicant must apply in person.
- A valid picture identification that is not expired (driver's license, state identification or passport)
- Provide Proof of Residency – must be one of the following:

*Signed Lease

*Property/Warranty Deed

*Utility Bill (Gas, Light or Water)

*Notarized letter from homeowner confirming residence and providing permission to operate in the home. Must also provide one of the documents listed above with a copy of the homeowner's valid ID.

- Zoning Confirmation received from Zoning Department
- Affidavit verifying status of the applicant – All businesses with more than 10 employees must provide their E-verify number on the Affidavit.

Adult Entertainment Permits

- Applicant must apply in person.
- Valid picture identification that is not expired (driver's license, state identification or passport)
- Affidavit verifying status of the applicant.

In addition to the above documents which are required for all business license and permit applicants, the below are additional requirements as noted.

Non Profit Organization

- Copy of 501(c)(3)

Pet Dealers - Kennels, Animal Shelter, Equine

- License issued by the Georgia Department of Agriculture Animal Industry Division

Mobile Food Truck

- Permit Pre-application (Fulton County Planning & Community Services)
- Health Inspection by Fulton County Health Department
- Valid Business License (from the locality where the Food Truck Business Owner/Operator resides or has Commercial Business).

- Obtain a Fulton County Food Truck Administrative Use Permit

****If Owner/Operator resides or business is commercially operated in unincorporated Fulton County see Commercial Business or Home Based Business Information***

Hotel/Motel

- Tourist Accommodation Permit
- Health Department Inspection Record
- Fulton County Fire and Rescue Department Inspection Form

Money Transfer/Check Cashing

- Georgia Department of Banking and Finance Certification

Daycare (Adult/Child)

- Certificate of Occupancy
- Fulton County Fire and Rescue Department Inspection Form
- Bright from the Start Certification issued by Georgia Department of Early Care and Learning

Personal Care Home

- Permit issued by Georgia Department of Community Health
- Fulton County Fire and Rescue Department Inspection Form
- Certificate of Occupancy

Home Health Care Agencies

- Permit issued by Georgia Department of Community Health

Recycling

- Registration with Local Sherriff Office

Automobile (Car Sales)

- Dealers/Brokers License issued by Georgia Professional License Board

Liquor Stores

- Liquor License issued by Fulton County Police Department

Professional Services (Beauty/Nail/Barbershops) - For persons(s) desiring to own a salon/shop which offers and performs cosmetology, nail or barber services.

- Cosmetology Salon/Shop License issued by Georgia State Board of Cosmetology

Independent Stylists/Nail Technicians/Barbers (Do Not Own Shop):

- Lease agreement (from shop owner)
- Valid professional license issued by Georgia State Professional Licensing Board

**If you are a Salon Shop Owner, but also perform services you will need to obtain both a Cosmetology Salon/Shop License and a Professional License.*

**Braiding Shops are now required to have a State Inspection by the Georgia State Professional Licensing Board due to the requirement of having a sink(s) to perform services.*

**Mobile Hair Salons are prohibited (Per Georgia State Board of Cosmetology) violation of OCGA 43 01 9097*

Massage Therapist Permit

- Certificate issued by National Certification Board of Therapeutic Massage and Bodywork.
- Two (2) 2 X 2 Passport Size Pictures
- Background Investigation conducted by Fulton County Police Department

Escort/Dating Services

- Background Investigation conducted by Fulton County Police Department

Adult Entertainment Establishments

- Health Inspection - Fulton County Health Department
(*Ice in the State of Georgia Considered Food)
- Background Investigation conducted by Fulton County Police Department
- Fulton County Fire and Rescue Department Inspection Form

Adult Entertainment Permit (New Permit)

- Adult Entertainment Permit Form issued by the Club that will employ individual
- Background Investigation conducted by Fulton County Police Department

Adult Entertainment Permit (Renewal Permit)

- Original Permit card that is not expired
*If the permit has expired that a new permit application is required. (see New Permit requirements)
- Adult Entertainment Permit Form issued by the Club that will employ individual
- Background Investigation conducted by Fulton County Police Department

Tattoo Artists and Operators

- Must be 18 years of age or older

**Fulton County does not have regulation or an ordinance for Tattoo Artist. Our recommendation would be to require a Health Inspection by the Fulton County Health Department..*

Acupuncture

- Acupuncture License issued by Georgia Composite Medical Board

Solicitor Permit

- Valid Business License
- Background Investigation conducted by Fulton County Police Department

Taxi Cab

- An operating terminus in the unincorporated Fulton County area
- Proof of taximeter inspection and calibration
- Permanent signage must on all cars
- Cars must be less than six years old
- A dome light must be on top of all cars
- Valid GA driver's license
- Commercial telephone bill in the company's name
- List of all drivers with addresses
- Insurance coverage with no less than:

\$50,000 Bodily Injury each person

\$50,000 Bodily Injury each accident

\$25,000 Liability – Property damage

*Each vehicle must have must have a safety inspection every 90 days

- Copy of the registration for each vehicle
- Background Investigation conducted by Fulton County Police Department

Trucking

- DOT number
- Motor Carrier Number issued by Georgia Department of Transportation (DOT)

Businesses that perform a service in the category of a Profession(s) listed below must obtain/provide a Georgia State Professional License from the Georgia State Professional License Board to obtain a Business License.

Accountants	Licensed Practical Nurses
Architects/Interior Designers	Low Voltage Contractors
Athlete Agents	Marriage and Family Therapist
Athletic Trainers	Massage Therapists
Auctioneers	Nursing Home Administrators
Barbers	Occupational therapists
Cemeteries	Optometrists
Chiropractic Examiners	Pharmacists
Conditioned Air Contractors	Physical Therapists
Cosmetologists	Plumbing Contractors
Dentists	Podiatrists
Dietitians	Private Detectives
Dispensing Opticians	Professional Counselors
Electrical Contractors	Psychologists
Engineers and Land Surveyors	Registered Nurses
Foresters	Security Guards
Funeral Service	Social Worker
General and Residential Contractors	Speech Language Pathologists and Audiologists
Geologists	Used Motor Vehicle Dealers and Parts Dealers
Hearing Aid Dealers	Utility Contractors
Landscape Architects	Veterinarians
Librarians	Water/Wastewater Treatment Plant Operators

