



Frequently Asked Questions for

BUSINESS LICENSE

Where can I apply for a business license?

In the State of Georgia, business licenses must be obtained from the city in which the primary place of business would be located. If the primary place of business falls within an unincorporated area of a city, then the license must be obtained from the County in which the business is located.

Do I need to obtain any additional licenses from the state?

Some types of businesses will have to obtain an additional license from the federal government, while other businesses, occupations and professions are also licensed and regulated by the state and local authorities. Please call the Secretary of State at (404) 656-2817 or visit their website for information on additional license requirements.

http://sos.ga.gov/index.php/corporations/first_stop_business_guide

What documents do I need to file before obtaining a Business Occupational Tax Certificate?

Corporations wishing to do business in Georgia must obtain certification as a corporation operating in Georgia from the Secretary of State. All Professional Practitioners licensed and regulated by the State of Georgia must obtain a license and attach a copy of the license with the application for a Business Occupational Tax Certificate. Day Care Centers and Non-Emergency Medical Transportation Services must be certified by the State before obtaining a Business Occupational Tax Certificate.

Do I need a state tax number to get a Business Occupational Tax Certificate?

No, but if you are engaged in retail sales, you must register your business with the Georgia Department of Revenue to obtain a sales tax number. Please call Georgia Department of Revenue at 1-877-423-6711 option #1 or visit the Georgia Department of Revenue website for additional information.

<https://gtc.dor.ga.gov/#2>

What is the difference between a Fictitious Name and a Doing Business As (DBA)?

A Fictitious Name and a DBA are one and the same. They can also be known as "trade names." At times, a DBA is used when a company decides to do business under a name other than that in which they are registered. Pursuant to [O.C.G.A. 10-1-490](#) trade names are registered with the Clerk of Superior Court of the county where the business is principally located.

Do I register my trade name before I get a Business Occupational Tax Certificate?

You do not have to register your trade name before obtaining a Business Occupational Tax Certificate.

To register a trade name or DBA (Doing Business As) or Name Search

Please contact:

Fulton County Clerk of Superior Court

136 Pryor Street C155

Atlanta GA 30303

(404) 613-5313 or (404) 613-5314

www.fcclk.org

Where do I apply for a Solicitor Permit?

Solicitor permits are applied for at the Fulton County Business License Office Government Center location. You must have a valid state issued picture identification, copy of the company's Business license and pass a background check administered by the Fulton County Police department before a permit is issued.

Can I get a Business Occupational Tax Certificate for a home-based business and start operating the business immediately?

Yes. The Business Tax Division will issue a Business Tax Certificate, but all zoning for home based businesses are regulated by the Zoning Department.

What do I need to open a Road side Stand?

You will need an Administrative Permit from the Zoning Department prior to applying for a Business Occupational Tax Certificate. You must have both the Administrative Permit and the Business Occupation Tax certificate prior to opening the business. Please contact the Fulton County Zoning department at (404) 612-7534 for additional information regarding Administrative Permits.

Do I need a Business Occupational Tax Certificate for a non-profit organization?

You do not need a Business Occupational Tax Certificate if the organization has a 501 (C) form from the Internal Revenue Service.

How is the Business Occupational Tax calculated?

For Unincorporated Fulton County, the Business Occupational Tax is based on an administrative fee of \$95, a flat rate of \$50 for the first \$20,000 of gross revenue, and \$13 per employee. Gross revenues above \$20,000 are taxed using a fee class table based on profitability. The fee class table ranges from \$.50 to \$2.20 per thousand dollars of gross revenue based on the SIC Code of the business.

What is an Employer Identification Number/Tax Identification Number (EIN/TIN)?

An Employer Identification Number (EIN) is also known as a federal Tax Identification Number (TIN), and is used to identify a business entity. For more information on obtaining a TIN please visit the IRS website:

[http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-\(TIN\)](http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-(TIN))

Are Business Occupational Tax Certificates transferable?

No. Business Occupational Tax Certificate can not be transferred.

Where do I register a sole proprietorship?

In most cases a sole proprietorship registration is handled through the county and/or city in which the primary place of business will be located. Sole proprietors are required to register with the state only if they choose to incorporate their business, establish a limited liability company or a limited partnership.

How do I apply for or renew an Alcohol license in Fulton County?

New and renewal Alcohol licenses in Unincorporated Fulton County are obtained through the Fulton County Police Department. For more information on Alcohol licenses, please call the Fulton County Police department at (404) 730-5700 or visit their website:

<http://www.fultoncountyga.gov/alcohol-licenses-fcpd>

Where can I find a list of Fulton County Ordinances?

You can access a list of Fulton County Ordinances using the website address below for the Municode library:

<http://library.municode.com/index.aspx?clientId=10816>