



REQUIREMENTS FOR OBTAINING A NEW BUSINESS LICENSE

ALL NEW BUSINESS APPLICANTS MUST APPLY IN PERSON.

YOU MAY APPLY AT THE FOLLOWING LOCATIONS BETWEEN 8:00 a.m. AND 5:00 p.m.:

FULTON COUNTY BUSINESS LICENSE DEPARTMENT
5440 FULTON INDUSTRIAL BOULEVARD
ROOM 224
ATLANTA, GA 30036
(404) 612-3171 - (404) 612-7861

OR

FULTON COUNTY FINANCE DEPARTMENT
TREASURY DIVISION/BUSINESS TAX
141 PRYOR STREET – 7TH FLOOR
ROOM 7001
ATLANTA, GA 30303
404) 612-7722

COMMERICAL BUSINESS REQUIREMENTS

THE OWNER MUST APPLY IN PERSON WITH A COPY OF THE SIGNED LEASE.

***IF THE OWNER CANNOT APPLY, THEY MAY APPOINT A REPRESENTATIVE FROM THE COMPANY. THE OWNER MUST PROVIDE THEM WITH A SIGNED LEASE, AND A NOTARIZED LETTER STATING THAT THIS INDIVIDUAL HAS BEEN GIVEN PERMISSION TO REPRESENT THE COMPANY.**

HOMEBASED BUSINESS REQUIREMENTS

THE HOMEOWNER OR IMMEDIATE FAMILY ONLY, CAN OBTAIN A BUSINESS LICENSE FOR A HOMEBASED BUSINESS LICENSE **IMMEDIATE FAMILY MEMBER(S) MUST RESIDE AT THE RESIDENCE THAT THE BUSINESS LICENSE IS BEING APPLIED FOR****

MUST APPLY IN PERSON WITH PROOF OF RESIDENCY

(A)

FORMS OF ACCEPTABLE IDENTIFICATION

VALID DRIVERS LICENSE, STATE IDENTIFICATION OR U.S.PASSPORT

(B).

PROOF OF RESIDENCE

FORMS OF ACCEPTABLE PROOF OF RESIDENCY

YOU MAY CHOOSE (1) ONE OF THE FOLLOWING

(A) COPY OF A SIGNED LEASE OR PROPERTY/WARRANTY DEED

(B) (UTILITY BILL) (GAS, LIGHT, OR WATER) *******NO EXCEPTIONS*****

NOTE:

FOR APPLICANTS WHO RESIDE AT THE PROPERTY ADDRESS BUT DO NOT HAVE DOCUMENTS IN THEIR NAME YOU WILL NEED TO:

PROVIDE A NOTARIZED LETTER FROM THE PROPERTY OWNER STATING THAT YOU ARE THE SPOUSE OR IMMEDIATE FAMILY MEMBER AND THAT YOU RESIDE AT THAT ADDRESS. A COPY OF THEIR PICTURE IDENTIFICATION AND A COPY OF THE UTILITY BILL MUST ACCOMPANY THE LETTER.

INFORMATION FOR NEW BUSINESSES THAT ARE INCORPORATIONS, LLC, OR FOREIGN CORPORATION

IF YOU HAVE REGISTERED YOUR BUSINESS AS INCORPORATION, LLC OR FOREIGN CORPORATION, PLEASE PROVIDE THE CERTIFICATE THAT YOU OBTAIN FROM THE SECRETARY OF STATE WITH YOUR COMPLETED BUSINESS LICENSE APPLICATION.

FEES FOR APPLYING FOR A BUSINESS OCCUPATIONAL TAX CERTIFICATE

THE MINIMUM FEE FOR THE BUSINESS LICENSE IS **(\$158.00)** ONE HUNDRED FIFTY EIGHT DOLLARS.

BELOW IS A CHART SHOWING THE BREAKDOWN OF THE FEES

CALCULATION FOR OBTAINING A BUSINESS LICENSE WITH A GROSS RECEIPT ESTIMATION OF \$20,000 DOLLARS OR LESS.

ADMINISTRATIVE FEE ----->	\$95.00
FLAT RATE FOR THE FIRST \$20,000 OF ESTIMATED GROSS REVENUE ----->	\$50.00
EMPLOYEE RATE (0-1 EMPLOYEES) ----->	\$13.00
TOTAL AMOUNT DUE	\$158.00

ACCEPTED FORMS OF PAYMENT

1. BUSINESS CHECK

* (BUSINESS CHECK MUST BE IN THE NAME OF BUSINESS THAT YOU ARE APPLYING FOR)

2. MONEY ORDER

3. CASHIER'S CHECK

(NO CASH OR PERSONAL CHECKS ACCEPTED)

TO REGISTER A BUSINESS TRADE NAME

CLERK OF SUPERIOR COURT (FULTON COUNTY COURTHOUSE BLDG.)

**136 PRYOR STREET
ATLANTA, GA 30303
(404) 613-5371**

OR

CLERK OF SUPERIOR COURT (FULTON INDUSTRIAL BOULEVARD)

**5440 FULTON INDUSTRIAL BOULEVARD
SUITE 165
ATLANTA, GEORGIA 30036
(404) 612- 4116**

OR

CLERK OF SUPERIOR COURT (SOUTH ANNEX)

**5600 STONEWALL TELL RD
ROOM 219-B
COLLEGE PARK, GEORGIA 30349
(770) 306-4118**

**THE FEE FOR REGISTERING A BUSINESS TRADE NAME IS \$163.50.
PLEASE CONTACT THE CLERKS OFFICES FOR ACCEPTABLE FORMS OF PAYMENT**

BUSINESS REQUIRING A HEALTH INSPECTION

**FULTON COUNTY HEALTH AND WELLNESS DEPARTMENT
99 JESSIE HILL JR., DR. (FORMERLY BUTLER STREET)
ATLANTA, GA – (404) 730-1301**

***THE HEALTH DEPARTMENT IS LOCATED DIRECTLY ACROSS THE STREET FROM
GRADY MEMORIAL HOSPITAL**

REQUIREMENTS TO OBTAIN A SOLICITOR'S PERMIT

YOU MAY ONLY OBTAIN A SOLICITOR'S PERMIT AT THE FOLLOWING LOCATION ONLY:

**FULTON COUNTY FINANCE DEPARTMENT
141 PRYOR STREET
7TH FLOOR – SUITE 7001
ATLANTA, GA 30303
(404) 612-7722**

AT THE TIME OF APPLICATION YOU MUST PRESENT THE FOLLOWING:

1. -CURRENT (VALID) BUSINESS LICENSE
2. -VALID IDENTIFICATION
(DRIVER'S LICENSE, STATE IDENTIFICATION OR PASSPORT)
3. – **FEE OF \$100.00**
4. - **A NON-REFUNDABLE FEE \$55.00 FOR BACKGROUND INVESTIGATION**

YOU WILL BE GIVEN PAPERWORK TO COMPLETE

ONCE PROCESSED YOU MUST TAKE THE PAPERWORK TO THE FULTON COUNTY POLICE DEPARTMENT FOR FURTHER PROCESSING

**FULTON COUNTY POLICE DEPARTMENT
130 PEACHTREE STREET, S.W.
ATLANTA, GA 30303
(404) 730-5700**

**A BACKGROUND INVESTIGATION WILL BE CONDUCTED.
(SATISFACTORY BACKGROUND WILL RESULT IN PERMIT ISSUANCE)**

4. **PERMIT WILL EXPIRE AT THE END OF THE CALENDAR YEAR (DECEMBER 31ST)**

QUESTIONS REGARDING BACKGROUND INVESTIGATION MAY BE DIRECTED TO THE FULTON COUNTY POLICE DEPARTMENT (404) 730-5700.

**REQUIREMENTS FOR A ROADSIDE STAND
STATIONARY ON PROPERTY OF BUSINESS OWNER**

***YOU MUST OBTAIN IN THE FOLLOWING ORDER**

(1) ADMINSTRATIVE PERMIT

**TO OBTAIN REQUIREMENTS OR TO APPLY FOR THE ADMINISTRATIVE PERMIT
CONTACT:**

**FULTON COUNTY (PERMITS/ZONING DEPARTMENT)
5440 FULTON INDUSTRIAL BOULEVARD
ATLANTA, GEORGIA 30036
(404) 612-7800**

**(2) UPON OBTAINING THE ADMINISTRATIVE PERMIT YOU MUST THEN OBTAIN
BUSINESS OCCUPATIONAL TAX CERTIFICATE (BUSINESS LICENSE) BEFORE
OPENING.**