

City of College Park

NOTE: For faster and more efficient service, we recommend business owners to report to the Occupational Tax Office for new business accounts.

IMPORTANT NOTICE!!!

Once you identify a tentative location for your business, we strongly suggest that you contact the Planning & Zoning Division to determine the permitted uses of that location. Do not invest any money in a location until you know that the location is properly zoned for your proposed use. If you have questions regarding the permitted use of a site or building, please contact City Planner Michelle Alexander at 404-684-7031 or email Michelle at malexander@tcfatl.com.

Step 1: Application Packet from Occupation Tax Office (404-767-1537 ext. 1006)

Applicant will complete an application packet from the Occupation Tax Office including payment of fees: **\$150.00 Inspection & Zoning Review Fee** and \$75.00 non-refundable Administrative Fee plus applicable Tax. **APPLICANT MUST BRING IDENTIFICATION & PROOF OF PROPERTY OWNERSHIP OR RENTAL AGREEMENT TO START NEW BUSINESS.**

Step 2: Application Review Process (3 day process)

Application will be routed to Zoning to review and verify if a business can exist in the desired location. If Zoning Compliance is denied - applicant will be notified by phone or in writing by the City Planner.

Step 3: Schedule Building & Fire Inspection (404-669-3762)

Once Zoning has approved the application, applicant is given the approval to move forward in the application process. Applicant is responsible for calling the Inspection Department to SCHEDULE INSPECTION OF THE BUILDING.

Step 4: Inspections of the building and fire occupancy

Step 5: Issuance of Business License (**15-20 minutes processing**)

After applicant receives Building and Fire Inspections, approval sheets need to be submitted to the Occupational Tax License office for an official Occupational Tax Certificate. The Occupational Tax Certificate must be displayed in a conspicuous place at the business location.

MAIL IN PROCESS

No copies; Originals and Notarized

City of College Park
Occupation Tax Office
3667 Main Street
College Park, GA 30337

MATTERS TO CONSIDER

Any changes to the exterior or interior of an existing building may require a permit. Permits are required before any work begins. Any questions regarding building permits, signs, banners, or inspections, please contact our Building Inspections Department at 404-669-3762.

Food Service Permits - If your business serve food or cater – you will need a Food Service Permit
Contact Fulton or Clayton County Health Department:

Fulton County Department of Health and Wellness (South Office) 404-613-5579
College Park Health Center
1920 John Wesley Avenue
College Park, GA

Clayton County Health Department (678-610-7460)
685 Forest Parkway
Forest Park, GA 30297

If you handle packaged food and your inventory exceeds \$2000 – you must obtain a certificate from the Agricultural Department.

Georgia Department of Agriculture (404-656-3632)
19 Martin Luther King Jr. Drive
Atlanta, GA 30334

Checklist of forms needed for Business License Application

The following is a listing of documents that may be required to complete the application process, depending on the nature of your business.

- Federal Employer ID Number** – An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN at www.irs.gov.
- Georgia Taxpayer ID Number** – The State Taxpayer Identification Number (STIN) is a number assigned by the Georgia Department of Revenue to every business that registers for a tax specific identification number, permit, or license. Each registration for a particular business is housed under its STIN. The Department uses the STIN to reference taxpayer account information, as well as to establish liabilities and credits. If you need registration information, contact Registration and Licensing at 1-877-GADOR11 (1-877-423-6711) or via e-mail to ctaxreg@dor.ga.gov. Registration information is also available at www.georgia.gov.
- Secretary of State Control Number** – Business corporations, nonprofit corporations, professional corporations, limited partnerships (LP), and limited liability companies (LLC), are formed in Georgia by filing with the Corporations Division of the Office of Secretary of State. In some instances, the above entities that form in other states choose to file with the Georgia Secretary of State as foreign entities. A control number is assigned to the business upon successful completion of the registration process. Registration information is available at www.sos.ga.gov.
- Notarized Private Employer Affidavit** – Pursuant to Georgia SB 160, beginning on July 1, 2013, private employers of 11 or more employees must be registered for the E-Verify program and must provide their E-Verify user number on the required affidavit. Private employees with less than 11 employees are required to provide evidence claiming to be exempt from the requirement to register and utilize the E-Verify program and such evidence must be presented in the form of an affidavit. The City of College Park cannot grant a business license without a notarized E-Verify Affidavit. Registration information is available at <http://www.uscis.gov/e-verify>.
- Notarized SAVE Affidavit** – The State of Georgia has made participation in the SAVE Program mandatory for any agency administering a business license. SAVE, short for the Systematic Alien Verification for Entitlements, is a federal, internet-based program which is operated by the U.S. Citizenship and Immigration Services. The program helps a municipality determine the immigration status of business license applicants. The SAVE affidavit verifies each applicant's lawful presence in the U.S. by allowing the applicant to affirm either that they are a U.S. Citizen or legal permanent resident 18 years of age or older.