

Business License Checklist

This checklist is a guide to assist in the preparation and submittal of the documents required to apply for a new business license or the renewal of a business license.

RESTAURANT

- Federal Employer ID Number
- \$100 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- Current F.O.G. Permit
- GA. Dept. of Public Health: Food Services Permit
- 2016 Tax Return
- 2017 Profit and Loss Statement
- If applicable _____
 - o City Alcohol License
 - o State Alcohol License
 - o Copies of Employees services permit

GROCERY STORE

- Federal Employer ID Number
- \$100 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- Current F.O.G. Permit
 - o Cooking food on site
- GA. Dept. of Agriculture: Food Sales
- State Tobacco License
- 2016 Tax Returns
- 2017 Profit and Loss Statements
- Other _____

RETAIL BUSINESS

- Federal Employer ID Number
- \$100 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- 2016 Tax Returns
- 2017 Profit and Loss Statements
- GA. Dept. of Public Health: Food Services Permit
- Pharmacy/Pharmacists
 - o Evidence of Qualifications
- Other _____

CITY WILL NOT MAKE COPIES OF YOUR REQUIRED DOCUMENTS

DAYCARE

- Federal Employer ID Number
- \$100 Administrative Fee
- GA. State License-*Bright from the Start*
- Copy of Current Lease
- 2016 Tax Return
- 2017 Profit and Loss Statement
- Copy of Driver's license/Photo ID
- Current F.O.G. Permit
 - Cooked food on site
- GA. Dept. of Public Health: Food Services Permit
- Other _____

CONVENIENCE STORE/ GAS STATION

- Federal Employer ID Number
- \$100 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- 2016 Tax Return
- 2017 Profit and Loss Statement
- Current F.O.G. Permit
 - Cooked food on site
- GA. Dept. of Agriculture: Food Sales Establishment
- Alcohol License
 - City
 - State
- COAM License
 - L & B Application
 - City License
- State Weights and Measures Fuel Registration
- State of Tobacco License

PROFESSIONAL PRACTITIONERS/MEDICAL OFFICE/MEDICINE

- Federal Employer ID Number
- \$100 Administrative Fee
- GA. State License
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- 2016 Tax Return
- 2017 Profit and Loss Statement
- Evidence of Qualifications: Chiropractor
 - Pharmacy/Pharmacists
 - Lawyer

CITY WILL NOT MAKE COPIES OF YOUR REQUIRED DOCUMENTS

OFFICE

- Federal Employer ID Number
- \$100 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- 2016 Tax Return
- 2017 Profit and Loss Statement
- Evidence of Qualifications
 - Insurance
 - Real Estate
 - Auto Broker
 - IRS Tax Registration
- Other_____

EMMISSION/AUTO REPAIR

- Federal Employer ID Number
- \$100 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- 2016 Tax Return
- 2017 Profit and Loss Statement
- Emissions Certificate

BARBER/HAIR/NAIL SALON

- Federal Employer ID Number
- \$100 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- 2016 Tax Return
- 2017 Profit and Loss Statement
- Copy of State License
- Copy of license
 - Barber
 - Stylist
 - Nail Technician