

ATL IN BUSINESS

The Atlanta-preneur's startup path.

**This Starter Kit will aid the following business types:
Barbershops, Hair Salons, Nail Salons, and Cosmetology Schools.**

This kit should serve as a general guideline to opening a certain kind of business.



For best use, we recommend this guide be viewed online with clickable links.

STEPS TO HELP ATLANTA-PRENEURS GET STARTED IN THE COSMETOLOGY BUSINESS:

Step 1: Register with the Georgia Corporations Division

eCorps.sos.ga.gov → Online Services → Create a User Account

The first step in creating a business is registering with the Georgia Corporations Division. 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. Once you register your business, you will receive a Secretary of State Control Number needed to complete **Step 2. To see the cost of incorporating, please see the [filing fee guide](#).**

For help choosing how to incorporate your business, review the [Which Legal Entity Is Right For Your Business](#) guide. You may also want to review [Georgia's First Stop Business Guide](#). If you need any additional information, contact:

**Georgia Secretary of State Corporations
Division**

2 Martin Luther King Jr. Dr.
Suite 313
Atlanta, GA 30334



It's always important to verify zoning requirements **before** you chose a business location as you may have to incur additional costs if your location isn't zoned for your particular business. To find out how a property is zoned, visit the [city of Atlanta Office of Zoning](#) and review official zoning maps or call 404.330.6145.

Step 2: Obtain Federal Tax ID, State Tax ID, and GA Sales and Use Tax Numbers

All businesses are required to obtain a Federal and State tax identification number. Further, any business that is selling tangible personal property and certain services must get a **GA Sales and Use Tax number**.

Obtain a Federal Tax ID Number: Also known as an **Employer Identification Number** or **EIN**, this number must be obtained via the [Internal Revenue Service](#). You can apply for an EIN number online by visiting <https://www.IRS.gov> → File → Businesses and Self-Employed → Business Topics → Employer ID numbers.

Obtain a State Tax ID and a Sales and Use Tax number: A Georgia state Tax ID and a Sales and Use Tax number can be obtained at the same time by visiting: <https://gtc.dor.ga.gov> → Register a New Georgia Business. After your online submission, you should receive your specific tax account numbers within 15 minutes by email.

Additional information on what qualifies as a [nontaxable sale](#) and how to obtain a [certificate of exemption](#) can be found on the [Georgia Department of Revenue website](#) → Taxes → Business taxes → Sales & Use Tax.

Step 3: Secure Your Regulatory Permit(s)

[AtlantaGa.gov](#) → Government → Departments → Finance → Revenue → Regulatory Permit Directory

Certain business requires regulatory permits/licenses **before** a business license can be issued. The type of regulatory permit(s) you will need depends on the type of business you will have or what you will serve. **Please note depending on your business and services offered you may need to apply for more than one permit.** For a full list of permitting agencies, visit the City of Atlanta [Regulatory Permits Directory](#).

Step 4: Obtain Your Business License

[AtlantaGa.gov](#) → Government → Departments → Finance → Revenue → Apply for a Business License

A business license or “occupational tax registration certificate” is required of all businesses operating within the city limits of Atlanta. A business license is required per location of your business.

To receive a business license, you must complete a [New Business Tax Application](#). To complete your application, you will need to ensure you have the following information and documents:

- [SAVE Affidavit](#)
- [Notarized E-Verify Affidavit](#)
- [Copy of Applicants Government Issued ID](#)
- Date of Incorporation and Secretary of State Control Number (See **Step 1**)
- [Employer Identification Number \(EIN\)](#) (See **Step 2**)
- [State Taxpayer ID Number](#) (See **Step 2**)
- Regulatory Permit(s) (See **Step 3**)

Cost: \$75 non-refundable registration fee and the \$50 non-refundable zoning review fee. New Business applications are processed by the Office of Revenue:

Department of Finance - Office of Revenue

55 Trinity Ave SW,
Suite 1350
Atlanta GA 30303
Phone: 404.330.6270
Email: biztax@atlantaga.gov

Applications are then routed to the [Office of Zoning](#) to review and verify if a business can exist in the desired location. Zoning conducts research to verify that there is permitted use based on district regulations. Some licenses may require site inspections or further research to determine approval. Please note that it is recommended that you confirm that your business location is zoned for your intended use **before** you start the business registration process or permitting.

Annual Business License Deadlines:

License Expires: December 31
Renewal Deadline: February 15
Payment Deadline: April 1

Step 5: Specific Licenses

<http://sos.ga.gov/> --> Licensing --> Boards and Licensed Professionals --> Cosmetologists and Barbers --> Apply Online OR Application/Form Downloads

1. Individual Licenses

- a. You must have at least ONE licensed Cosmetologist/Beautician/Barber/Nail Tech/Hair Designer on staff and present at ALL times!
- b. You can apply for individual license (barber license, nail technician, hair designer) etc and for business and facility licenses (Barber shop, Salon, etc) [here](#).

- c. Licenses certify that you understand the sanitary practices for a safe business. If you do not complete your certification, including the training hours, the authorities can shut down your establishment at ANY TIME (no questions asked).
- d. If your business will offer more than one kind of service (such as a nail salon that also provides massages) you must have at least one licensed practitioner for each service. For example, that same nail salon that provides massages must have at least one licensed Nail Technician AND at least one licensed Massage Therapist.

2. Salon/Shop Licenses

- a. A salon/shop license is different from a business licenses and vending license. Refer to the Georgia Secretary of State website above to download forms and apply for the proper licenses.



Please note that all the subsequent steps are business type dependent and may or may not apply to your business.

Step 6: Salon Apprenticeships



In order to host apprentices in your salon/shop, there must be one master cosmetologist to each apprentice. Requirements to be a master cosmetologist include:

1. Has held a license for at least 36 months for master cosmetologist, esthetician, nail technician and for 18 months for master barbers
2. Must supply the apprentice with basic materials to complete training
3. Must include curriculum required for each apprenticeship

For more information about apprenticeships, click [here](#).

Step 7: Obtain Your Vending License

If your business is outdoors and/or portable, then you will need a vending permit. There are two types of vending permits and each is controlled by a different regulatory agency. To determine which is the right fit for you, please read below:

1. [Private property vending permit](#) - The City of Atlanta Police Department License and Permit Unit regulates vending on private property and flea markets. For the [application](#) process and required documents, visit www.atlantapd.org → **business** → **vending permits -public property**.

2. [Public right of way vending permits](#) - The City of Atlanta Public Vending Program offers designated locations for vending on City property. The application process is dependent of the type of vending you are interested in. For more information on all public right of way vending permits, visit www.atlantaga.gov/vending or email question to vending@atlantaga.gov. All of the programs below are regulated by City Planning.

Step 8: Verify Your Business

<http://rules.sos.state.ga.us/gac/> --> **Department 240 Georgia State Board of Cosmetology and Barbers**

(*your name is required to verify a human user in order to access).



Be sure to ensure that your business is compliant with the rules and regulations set by the state of Georgia.

Did you know you can open a salon/shop in your home? However, you must meet the requirements of all state laws and board rules, including [Board Rule 240-4-.01](#) and pre-license inspection is also required for home salons (*fire safety inspections and regulatory permits for any chemical use).

For more information, please contact:

Georgia State Board of Cosmetology

214 State Capitol, Atlanta, GA 30334

[i] <http://sos.ga.gov/index.php/licensing/plb/16>

[p] 404-656-2881

For more information, check out the [Salon and Barber Shop FAQs](#) from the Secretary of State

Additional Resources:



Waste Disposal Services

The City of Atlanta does not provide ongoing waste services for individual businesses. Businesses needing long term waste disposal services will have to contact a private resource. When looking for a waste disposal services, be sure to check that the company you are interested in provides service to your area (by zip code)!

Please note that dumpsters and other large waste containers must meet specific storage location and distance requirements to prevent rodent, insect, or other kind of infestation. Failure to do so will result in a citation.



Parking

If you will be building your own parking lot, you may want to review the ATLinBusiness Construction/Repair starter kit. If your business location is without private parking, you may be interested in the following information:

Downtown Atlanta [parking](#), [MARTA](#), [Bike](#) and [Streetcar](#) maps provided by Central Atlanta Progress

[AtlantaDowntown.com](#) → [Do business](#) → [Maps](#) → [Interactive Maps](#)



American with Disabilities Act ADA

The (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities, such as buying an item at the store, going to the movies, or enjoying a meal at a local restaurant. Businesses that serve the public must modify policies and practices that discriminate against people with disabilities; comply with accessible design standards when constructing or altering facilities; remove barriers in existing facilities where readily achievable; and provide auxiliary aids and services when needed to ensure effective communication with people who have hearing, vision, or speech impairments.

To get more Information on ADA requirements for business visit

www.ada.gov/business.