

# ATL IN BUSINESS

The Atlanta-preneur's startup path.

**This Starter Kit will aid the following business types: Construction companies (commercial and residential). 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  
Number: 404.656.2817



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.



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

**Obtain a State Tax ID and 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. Below are key permit contacts for construction establishments. **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](#).



#### **Parking Lots**

Regulatory Agency: Traffic Division  
Address: 55 Trinity Ave. SW, Suite 4900, Atlanta, GA 30303  
Phone: 404.865.8957  
Website: <http://www.atlantaga.gov>



#### **Plumbing**

Regulatory Agency: Department of Planning & Community Development, Office of Buildings  
Address: 55 Trinity Ave. SW, Suite 1350, Atlanta, GA 30303  
Phone: 404.330.6270  
Website: <http://www.atlantaga.gov>

## 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 recommend 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: Obtain a Building Permit

**AtlantaGa.gov → Government → Departments → City Planning → Office of Buildings → Applying for a Building Permit → \*Select Permit Type you are searching for\***

Hired to build a new structure? You will need to get a [building permit](#) from the Office of Buildings. You will need to visit the Office of Buildings to turn in your application. In the application, make sure to include:

- A complete project cover/title sheet
- The required architectural plans/drawings showing all dimensions drawn to current architectural/engineering standards
- The structural plans (where applicable)

Submit the construction plans for review to ensure the building location is safe, accessible, and environmentally friendly. Any utilized contractors must submit a [Contractor License Agent Affidavit](#) to verify the contractor's experience and can operate legally in the state of Georgia.

Once your plans have passed inspection and have been approved, you will receive fees that must be paid prior to construction. [Read more information](#) on getting a building permit, then download your building permit application. [Register for Accela online](#) to get updated status information of your building permit application using your application number ([click here](#) for more information). You can also [check the status of your permit using your business location's address](#). And, registration is free!

**Office of Buildings**  
55 Trinity Ave S.W., Atlanta, GA 30303  
3<sup>rd</sup> Floor – Suite 3900  
Phone: 404-330-6150

## Step 6: Verify Your Business

**<http://rules.sos.state.ga.us/gac/> --> Department 553 State Licensing Board for Residential and General Contractors**

(\*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.

For more information, please refer to:

**Georgia Board of Residential and General Contractors**

[i] <http://sos.ga.gov/index.php/licensing/plb/46>

[app.] <http://sos.ga.gov/cqi-bin/plbforms.asp?board=49>

[FAQ] <http://sos.ga.gov/index.php/licensing/plb/46/faq>

## 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 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](http://www.ada.gov/business).