

Small Business Development Center

RESOURCE LIST

There are requirements that relate to permits, licenses and taxes that every business owner should know. Sometimes this information is difficult to get, or at best, time consuming. It is our hope that this fact sheet will be used to you in preparing for small business ownership. The information that follows is offered for your guidance only and should not be construed as a substitute for competent legal service. If you are in doubt, see an attorney.

LICENSES

Every legal business must have a proper license. If your place of business is located within a city limit, a city business license is required. A county business license is required for all business outside the corporate city limits. Every county in which you conduct business should be checked for their license requirements. The necessary application forms can be requested over the phone. The numbers are listed below:

City of Atlanta	(404) 330-6213/6270	www.atlantaga.gov
City of Decatur	(404) 370-4100	www.decaturga.com
City of Jonesboro	(770) 478-3800	www.jonesboroga.org
City of Lawrenceville	(770) 963-2414	www.lawrencevillega.org
Clayton County	(770) 477-3569	www.co.clayton.ga.us
Cobb County	(770) 528-8410	www.cobbcounty.org
DeKalb County	(404) 371-2461/2462	www.co.dekalb.ga.us
Fayette County	(770) 460-5730 Ext. 5413	www.admin.co.fayette.ga.us
Fulton County	(404) 730-7720	www.co.fulton.ga.us
Gwinnett County	(678) 377-4100	www.co.gwinnett.ga.us
Daycare Licensing Information – Bright From The Start Agency	(404) 657-5562	www.decal.state.ga.us
National Daycare Association	(800) 543-7161	www.nccanet.org

Any business engaged in the cooking or preparation of food to be served is licensed by:

Environment Health Department	(404) 657-6534	
State of Georgia Health Department	(404) 657-2700	http://health.state.ga.us
Department of Agriculture	(404) 656-3645	http://agr.georgia.gov
Consumer Protection	(404) 656-3627	http://www.ftc.gov/ftc

TAXES/GENERAL INFORMATION

Federal I.D Number/Information	800-829-4933	www.gov-irs.com
IRS Information	(800) 829-1040	www.irs.gov

TAX ASSESSOR / STATE SALES

Clayton County	(770) 477-3285
Cobb County	(770) 528-3100
Fulton County	(404) 730-6440
Gwinnett County	(770) 822-8800

Georgia Department of Revenue and Sales Tax & Taxpayer registration unit.

General Information – Sales & Use tax

404-417-6601

<http://www.etax.dor.ga.gov/>

TAX/PAYROLL

Federal Withholding	(404) 522-0050
State Withholding	(404) 417-2311
F.I.C.A.	(404) 522-0050
Workers Compensation (3 or more employees)	(404) 656-3875
Unemployment Insurance (Employers Tax Guide)	(404) 699-6900
Georgia Department of Labor (Contact to register employees and get Employer's Handbook) www.dol.state.ga.us	(404) 656-3017
U.S. Department of Labor www.dol.gov	(404) 656-3018

INCORPORATION

For information about incorporation contact the Secretary of State.

Secretary of State

www.sos.state.ga.us

FICTITIOUS/TRADE NAME ACT

If your business uses any name other than your own, you must register this name with the Clerk of Superior Court in the county of your business. This does not apply to corporations which are handled through Secretary of State.

Clayton County	(770) 477-3405
Cobb County	(770) 528-1360
DeKalb County	(404) 371-2836
Fulton County	(404) 730-5313
Gwinnett County	(770) 822-8500
Fayette County	(770) 461-4703

TRADEMARK/SERVICE MARKS

Trademarks and service marks may be registered.

Secretary of State Special Services Division	(404) 656-2861
U.S. Department of Commerce, Trademark Office	(703) 308-4357

COPYRIGHTS (Federal Only)

Copyrights forms are available from the Library of Congress. For more information call (202) 707-3000.

CHAMBERS OF COMMERCE

Metro Atlanta	(404) 880-9000	www.metroatlantachamber.com
Clayton	(678) 610-4021 770-478-6549	www.claytonchamber.org
Cobb	770) 859-2330	www.cobbchamber.org
DeKalb	(404) 378-8000	www.dekalbchamber.org
Gwinnett	770-232-3000	www.gwinnettchamber.com
Hispanic Chamber of Commerce	(404) 929-9998	www.ghcc.org
Greater North Fulton Chamber of Commerce	(770) 993-8806	www.gnfcc.com
Henry County Chamber	770-957-5786	www.henrycounty.com
S Fulton Chamber of Commerce	770-964-1984	www.sfcoc.org

FEDERAL GOVERNMENT

International Trade Administration	(404) 897-608 /(800) 872-8723	www.ita.doc.gov
US Department of Commerce/Census Bureau	(404) 730-3833	www.commerce.gov
US Small Business Administration	(404) 331-0100	www.sba.gov
Department of Industry, Trade & Tourism	404.962.4082/ 4083	www.georgia.org

ENVIRONMENTAL HEALTH DEPARTMENTS (Food Related Businesses)

Clayton County	(770) 961-8399	www.co.clayton.ga.us/health
Cobb County	(770) 514-2322	
DeKalb County	(404) 508-7900	
Fulton County	(404) 730-1301	
Gwinnett County	(770) 963-5132	
Georgia Department of Agriculture	(404) 656-3685	
Agency for the Removal of Hazardous Materials	(404) 562-8579	

ADDITIONAL RESOURCES

Public Entities/ Governments	
Atlanta City Council	http://apps.atlantaga.gov/citycoul/COUNCIL.HTM
Atlanta City Council Audio/Video	http://apps.atlantaga.gov/citycoul/Video.htm
Atlanta Housing Authority	www.atlantahousingauth.org
Atlanta Planning Advisory Board	www.ci.atlanta.ga.us/citydir/dpdnc/apab.htm
City of Atlanta	www.atlantaga.gov
City of Atlanta Department of Planning	www.atlantaga.gov/Government/Planning.aspx
Cobb County	www.co.cobb.ga.us
Dekalb County	www.co.dekalb.ga.us
Decatur/Dekalb Housing Authority	www.ddhainfo.org
Fulton County	www.myfultoncountyga.us
Fulton County Tax Assessor	www.fultonassessor.org
Georgia Department of Community Affairs	www.dca.state.ga.us
Gwinnett County	www.co.gwinnett.ga.us
Henry County	www.co.henry.ga.us
Housing Authority of Fulton County	www.hafc.org
State of Georgia	www.georgia.gov
Funders/Intermediaries	
Atlanta Coordinating Responsible Authority	www.atlantacora.org
Atlanta Neighborhood Development Partnership	www.andpi.org
The Enterprise Foundation	www.enterprisefoundation.org
Fannie Mae Foundation	www.fanniemaefoundation.com
Federal Home Loan Bank of Atlanta	www.fhlbatl.com
Neighborhood Reinvestment Corporation	www.nw.org
United Way of Metropolitan Atlanta	www.unitedwayatl.org
Statistics/Research	
Atlanta Regional Commission	www.atlantaregional.com

Bureau of Labor Statistics	www.bls.gov
The Century Foundation	www.tcf.org
Knowledgeplex	www.knowledgeplex.org
US Census Bureau	www.census.gov
US Dept of Housing & Urban Development	www.hud.gov
Public Policy/Advocacy	
Association for Enterprise Opportunity	www.microenterpriseworks.org
Association of Community Organizations for Reform Now (ACORN)	www.acorn.org
Campaign for Affordable Housing	www.tcah.org
Community Development Partnership Network	www.cdpn.org
Georgia Alliance for Workforce Development	www.gawd1.com
Georgia State Trade Association of Non Profit Developers	www.gstand.org
Global Green	www.globalgreen.org
Housing Assistance Council	www.ruralhome.org
National Committee for Responsive Philanthropy	www.ncrp.org
National Housing Development Corporation	www.nhdc.org
National Low Income Housing Coalition	www.nlihc.org
National Neighborhood Coalition	www.neighborhoodcoalition.org
Policy Link	www.policylink.org
Smart Growth Network	www.smartgrowth.org
Southern Center for Studies in Public Policy	www.scspp.org
Resources	
A Business Commitment (Pro Bono Legal Services)	www.abc-georgia.org
Association for Enterprise Opportunity	www.microenterpriseworks.org
Atlanta Community Tool Bank	www.toolbank.org
Atlanta Urban Design Commission	www.ci.atlanta.ga.us/citydir/urban/urban.htm
Central Atlanta Progress	www.centralatlantaprogress.org
Community Housing Resource Center	www.chrcatlanta.org
Georgia Center for Non Profits	www.nonprofitgeorgia.org

Georgia Housing Search	www.GeorgiaHousingSearch.org
Georgia Law Center for the Homeless	www.galawcenter.org
Management Information Exchange	www.milanomix.org
Southface Energy Institute	www.southface.org
Techbridge	www.techbridge.org
The Foundation Center	www.foundationcenter.org

INFORMATION ABOUT DEMOGRAPHIC/STATISTICAL INFORMATION

Atlanta Regional Commission	(404) 364-2525	www.atlantaregional.com
Census Department	(404) 730-3833	www.census.gov
Federal Information Center	(800) 347-1997	www.info.gov

INFORMATION ABOUT FRANCHISING

Federal Trade Commission	(202) 326-2222	www.ftc.gov
International Franchise Association	(202) 628-8000	www.franchise.org

INFORMATION ABOUT FINANCING/FUNDING

Small Business Lenders

Most major banks have small business lenders. Call your local branch for more information. Some active SBA Lenders are listed below:

Other Funding Sources

Atlanta Development Authority (City of Atlanta)	(404) 880-4100	www.atlantada.com
Fulton County Department of Planning and Economic Development	(404) 730-8000	www.co.fulton.ga.us
Governor's Development Council (Statewide Tax Credits & Incentives)	(404) 656-6315	www.gwdc.org

INFORMATION ABOUT HOME-BASED BUSINESSES

Georgia Home-Based Business Association	(770) 925-8811	www.usahomebusiness.com
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Please visit our web page at www.gsu.edu/sbdc