

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 business must have a proper business license. The business license is also called a business tax certificate or an occupational tax permit. Business licenses are obtained at city hall, the county courthouse, or administration building for the city or county in which your place of business is located. If your place of business is located within a city limit, a city business license is required. You should check with every county in which you conduct business for its business license requirements and applicable fees. The numbers are listed below:

Fulton County	(404) 730-7720	www.co.fulton.ga.us
City of Alpharetta	(678) 297-6080/6086	http://alpharetta.ga.us
City of Atlanta	(404) 330-6213/6270	www.atlantaga.gov
City of College Park	(404) 767-1537	www.collegeparkga.com
City of East Point	(404) 270-7185	www.eastpointcity.org
City of Fairburn	(770) 964-2244	www.fairburn.com
City of John's Creek	(678) 512-3200	www.johnscreekga.gov
City of Palmetto	(770) 463-3377	http://palmetto.georgia.gov
City of Roswell	(770) 594-6235	www.roswellgov.com

Other Metro County Business License Offices

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
Gwinnett County	(678) 377-4100	www.co.gwinnett.ga.us

OTHER LICENSING REQUIREMENTS:

Certain businesses need additional licenses such as the food and alcohol business, childcare facilities, and residential care facilities. More specific information on businesses that require additional licenses are listed below:

Department of Agriculture	(404) 656-3645	http://agr.georgia.gov
Bright From the Start	404-656-5957	www.decal.state.ga.us
Georgia Dept of Human Resources	404-657-5700	www.ors.dhr.georgia.gov
Office of the Insurance Commissioner	404-656-2070	www.gainsurance.org

LEGAL ENTITIES (Corporations, LLCs, etc) – Georgia

For information about incorporation and other legal entities, contact the Secretary of State.

Georgia Secretary of State	404-656-2817	www.sos.state.ga.us
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FICTITIOUS/TRADE NAME ACT

If your business uses any name other than the legally registered business name, you must register this name with the Clerk of Superior Court in the county of your business.

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

FEDERAL INCOME TAXES/GENERAL INFORMATION

An EIN and a TIN are one and the same. It is an identification number assigned to identify taxpayers who are required to file various business tax returns. It is generally used by corporations, sole proprietors, partnerships, nonprofit associations, trust estates of descendants and other business entities.

Federal I.D Number/Information	866-816-2065 800-829-3676 (forms only)	www.irs.gov
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FEDERAL WITHHOLDING TAXES/PAYROLL

Federal Withholding	(404) 522-0050	
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)	(404) 232-3001	www.dol.state.ga.us
U.S. Department of Labor	(404) 562-2300	www.osha.gov

GEORGIA WITHHOLDING TAXES

State Withholding	(404) 417-2311	
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GEORGIA SALES TAX

State tax employer identification numbers and wholesaler’s registration numbers are issued through the Georgia Department of Revenue.

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

General Information – Sales & Use tax	404-417-4477	http://www.etax.dor.ga.gov/
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TRADEMARK/SERVICE MARKS

A **trademark** is any word, name, symbol, device or combination thereof adopted and used by a person or entity to identify goods made or sold and to distinguish them from the goods made or sold by another person. A **service mark** is the same as a trademark, except that a service mark is used by a person or entity to identify services rendered or offered and to distinguish them from the services rendered or offered by another person. Trademarks and service marks may be registered.

Secretary of State Corporations Division (GA only)	(404) 656-2817	www.sos.state.ga.us/corporations
U.S. Dept of Commerce, Trademark	703-308-4357	www.uspto.gov/main/trademarks.htm

Office		
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CHAMBERS OF COMMERCE

Metro Atlanta Chamber	(404) 880-9000	www.metroatlantachamber.com
Georgia Hispanic Chamber	(404) 929-9998	www.ghcc.org
Greater North Fulton Chamber	(770) 993-8806	www.gnfcc.com
S Fulton Chamber	770-964-1984	www.sfcoc.org

FINANCING/FUNDING OPPORTUNITIES

Financial opportunities of all kinds are offered by numerous local, state and federal agencies as well as a number of private organizations. You may want to begin your search for fund by visiting your local library for a listing of available grants and loan options.

Most major banks have small business lenders. Call your local branch for more information. For additional information and/or resources:

Federal Grant Opportunities	www.fedgrants.gov	www.grants.gov
Small Business Administration	404-331-0100	www.sba.gov
Dept of Community Affairs Business & Financial Assistance Divisions	404-679-3110	www.dca.state.ga.us

OTHER FEDERAL GOVERNMENT AGENCIES

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
Department of Industry, Trade & Tourism	404.962.4082/4083	www.georgia.org

DEMOGRAPHIC/STATISTICAL INFORMATION RESOURCES

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

Please visit our web page at www.gsu.edu/sbdc