



65 Lawrenceville Street, Norcross, Georgia 30071 Telephone: 678-421-2027

CHECKLIST FOR BUSINESS LICENSES

All DOCUMENTS MUST BE UPLOADED AND SUBMITTED THROUGH OUR [ePlan](#) PORTAL!!!

REQUIRED FORMS FOR ALL BUSINESS LICENSES	
<input type="checkbox"/>	Certificate of Occupancy (COO) & Business License (B/L) Packet <ul style="list-style-type: none"> - Change of Occupancy and Business Registration Application - S.A.V.E/Private Employer Affidavit (Notarized) - Business Occupation Tax Return Form - Home Base Business Declaration (only for home businesses) - Norcross Police Department Business Watch Registration Form - City of Norcross Application for Commercial Utility Services (Only if utilities are not included in your lease agreement) - Administrative Services Utility Policy Notice
<input type="checkbox"/>	Government Issued ID/DL
<input type="checkbox"/>	Complete Lease Agreement (not just signed pages)
<input type="checkbox"/>	Fire Marshal Certificate of Occupancy (FMCO) – Schedule with Gwinnett County
	Backflow Prevention Valve Inspection/Status – Gwinnett County Department of Water Resources
<input type="checkbox"/>	Business Registration with the State of Georgia – GA Corporations Division
<input type="checkbox"/>	Trade Name Registration – Gwinnett County Trade Name Registration
<input type="checkbox"/>	Federal Tax Certificate (EIN) - IRS
<input type="checkbox"/>	City of Norcross CO – To schedule a final inspection with our city inspector, please call our office at 678-421-2027
<input type="checkbox"/>	Pay \$75 Business License Fee, \$12.50 ePlan Fee

Gwinnett County Fire Marshal Certificate of Occupancy (FMCO)	
<input type="checkbox"/>	All commercial businesses within Gwinnett County, including those within the city limits of Gwinnett County (with the exception of the City of Loganville), must have a Gwinnett County Fire Certificate of Occupancy (CO), per Gwinnett County Fire Protection and Life Safety Ordinance section 46-44b. Permits must be obtained prior to construction, demolition, change of use of occupancy classification, and tenant or ownership change.
Backflow Prevention Valve Inspection/Status	
<input type="checkbox"/>	To obtain please email Gwinnett County at DWRbackflow@gwinnettcountry.com

Food Related Businesses	
<input type="checkbox"/>	Health Department Certificate Gwinnett County Environmental Health – The GNR regulates restaurants and other food establishments to ensure proper preparation guidelines are being followed, and to minimize the risk of dining patrons becoming ill. Georgia Department of Agriculture – The GDA issues a license to regulate the production and sale of food, fuel, pesticides, animals, and other agricultural products that are produced or sold in GA.
<input type="checkbox"/>	Grease Trap Inspection - Gwinnett County
<input type="checkbox"/>	Department of Revenue Certificate
<input type="checkbox"/>	SERV-Safe Certification