



NEW BUSINESS LICENSE CHECKLIST

- NEW BUSINESS APPLICATION, FILLED OUT IN ITS ENTIRETY
- COPY OF LEASE/ CONTRACT*
- COPY OF SECURE AND VERIFIABLE DOCUMENTS, AS LISTED IN APPLICATION
- FIRE MARSHAL CERTIFICATE OF OCCUPANCY FROM GWINNETT COUNTY*
- CERTIFICATE OF OCCUPANCY FROM CITY OF LILBURN BUILDING INSPECTOR*
- SECRETARY OF STATE PAPERWORK (unless sole proprietorship)
- ANY STATE OR COUNTY LICENSE REQUIRED FOR YOUR BUSINESS
- TRADE NAME REGISTRATION, IF APPLICABLE
- BUSINESS SUMMARY (REQUIRED UPON REQUEST)

*NOT REQUIRED FOR HOME OCCUPATION.

HOME OCCUPATION APPLICATIONS MUST INCLUDE A CURRENT **UTILITY BILL, CAR REGISTRATION, OR TAX BILL** WITH OWNERS NAME AND THE HOME OCCUPATION ADDRESS. THESE APPLICATIONS ALSO **REQUIRE REVIEW BY THE BUSINESS SERVICE MANAGER**. PLEASE DRAFT A LETTER STATING WHAT TYPE OF BUSINESS WILL BE OPERATED AT THE LOCATION, MAKE AND MODEL OF VEHICLES USED FOR THE OCCUPATION, ANY STORAGE, SHIPMENTS, OR TRAFFIC THAT MAY BE A RESULT OF THE HOME OCCUPATION.

This is not an exhaustive list, but a guideline. Please contact Business Services with any questions regarding the application process.