



## **PROCEDURES FOR OBTAINING A BUSINESS LICENSE**

### **Certificate of Occupancy**

- Required for all established businesses located in Cusseta-Chattoohchee County and can be obtained from the Community Development/Planning and Zoning office, located at 215 McNaughton St. Cusseta, Ga. This office can be reached at (706) 890-4007.
- The Community Development office located 215 McNaughton St. Cusseta, Ga., must approve businesses operating from a residence in Cusseta-Chattoohchee County, prior to operation. This office can be reached at (706) 890-4007.

### **Business License**

- Can be obtained through the Community Development office. The Community Development office is located at 215 McNaughton St. Cusseta, Ga. This office can be reached at (706) 890-4007.
- Businesses that are located outside of Cusseta-Chattoohchee County, with no physical location in Chattoohchee County, but conduct business within Chattoohchee County, will be required to obtain a business license from Cusseta-Chattoohchee County. Licenses will be issued upon presentation of a state driver's license and/or local business license from the state of the physical location of business establishment and regulatory approval notices from applicable governmental agency.

### **Required Documents, per state or local code**

#### **Business Type Document Required**

General Contractor.....	Current License from Georgia Secretary of State
Eating Establishment.....	Health Department Marshall Slip
Ice Cream Truck.....	Georgia Department of Agriculture Slip
Tree Service.....	Arborist Certification (approval) Letter
Day Care Center.....	Georgia Department of Early Care & Learning
Grocery/Convenience/Meat Markets.....	Georgia Department of Agriculture Slip
Taxicabs.....	Council Approval
State Regulated Business/Trades/Professionals....	Current Georgia License for Specific Profession
Tattoo Parlors/Hotels/Motels.....	Approval from the Health Department
Night Club/Bar/Lounge.....	Georgia Alcohol License for GA Dep. of Revenue

### **Occupation Tax Fees**

Business License Fee.....	\$200.00
Retail Package Malt Beverages & Wine.....	\$350.00
Limited Pouring License Malt Beverages & Wine.....	\$350.00
Retail Package Distilled Spirits.....	\$2150.00
Limited Pouring License Distilled Spirits, Malt Beverages & Wine.....	\$2500.00
Resident Wholesale Dealer's License Distilled Spirits, Malt Beverages & Wine.....	\$2500.00



## **HELPFUL TELEPHONE NUMBERS**

Community Development.....	(706)- 890-4007
Health Department.....	(706) 989-3663
Georgia Department of Agriculture.....	(229) 430-4245
Georgia Department of Early Care & Learning.....	(888) 442-7735
Georgia Department of Human Resources.....	(877) 423-4746
Georgia Department of Labor (Atlanta, Ga) .....	(404) 232-7300
Georgia Department of Revenue (Columbus, Ga).....	(706) 649-7451
Georgia Real Estate Commission & Appraiser Board.....	(404) 656-3916
Georgia Small Business Development Center.....	(706) 569-2651
Georgia Secretary of State Professional Licensing Board (Macon, Ga).....	(478) 207-2440
Internal Revenue Service.....	(800) 829-4477
Alcohol & Tobacco Division (Columbus, Ga).....	(706) 324-7924
Alcohol, Tobacco, & Firearms (Atlanta, Ga).....	(404) 417-2600
United States Patent & Trademark Office.....	(800) 786-9199