



Case Number \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

Commercial Business License Checklist	
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	Business License Application
	Affidavit Verifying Status ( <i>Federal Immigration and Nationality Act form</i> ) (O.C.G.A. 50-36-1e(2))
	E-Verify Exemption (Private Employer Exemption Affidavit for <b><i>10 or fewer employees</i></b> )
	E-Verify # _____ (Private Employer Affidavit for <b><i>over 10 employees</i></b> )
	Verification of Zoning.
	<b>NAICS Code</b> _____
	Proof of occupancy:
	<ul style="list-style-type: none"> <li>▪ Signed lease agreement with applicant's name</li> <li>▪ Signed &amp; notarized letter from property owner</li> <li>▪ Tax records showing ownership</li> </ul>
	Georgia's driver's license or Georgia I.D. ( <i>Applicant must be a minimum of 18 years of age</i> )
	Secretary of State/Articles of Incorporation
	License Fee      \$ _____
	Other documents ( <i>i.e. state licensure as required</i> )
Compliance Inspection	
	Compliance Inspection application
	Inspection Fee      \$ _____
	Building inspection
	Fire Inspection