

# OPENING A BUSINESS IN ALPHARETTA

Decide whether you are going to operate as a Sole Proprietor, Corporation, or LLC  
<https://georgia.gov/starting-business-guide>

Register your name with Secretary of State  
<https://sos.ga.gov/how-to-guide/how-guide-register-domestic-entity>

Apply for your Federal ID (FEIN). For information, please visit <https://www.irs.gov/businesses>

If registering as a "Doing Business As" (DBA), you must provide a notarized copy of the Registration of a Business to be Conducted Under a Trade Name as issued by the Clerk of Fulton County Superior Court.  
<https://www.fultonclerk.org/237/Trade-NamesDBA-Doing-Business-As>

Will you be selling products?

YES

Apply for GA Sales and Use Tax# Go to <https://gtc.dor.ga.gov/#1> to register your new GA Business.

NO

Will you be selling food?

YES

Commercial – Fulton County Health Dept – Food Service Permit  
Home-Based (Bakery Only) – Department of Agriculture - Cottage License

NO

Do you require building permits?

YES

Certificate of Occupancy (CO): New construction or newly built out locations must attach a copy of the new CO to this application.

NO

Is the business new to a building or taking over tenant space?

YES

Schedule an inspection with the Fire Marshal's Office to have a Certificate of Occupancy Issued. Must attach a copy of the new Certificate of Occupancy to the application. You may schedule at <https://www.alpharetta.ga.us/government/departments/public-safety/fire-marshal>

NO

Apply for a City of Alpharetta Occupational Tax Certificate (Business License)  
<https://www.alpharetta.ga.us/business/licenses>