

COMMERCIAL LOCATION APPLICATION PROCEDURES:

Business activity and physical location (address) determine most license requirements.

Applications require photo ID, must be submitted to the Business License Department for review.

STEP 1: COMPLETE APPLICATION

- Complete, sign, and notarize application
- Attach required documentation
- If business is a corporation, please provide list of corporate officers and Georgia Secretary of State incorporation documentation
- If applicant is a corporation, please provide local agent/manager picture ID

STEP 2: PAYMENT

- Submit completed application packet for review
- Pay processing and inspection fee in accordance with the City's fee schedule

STEP 3: REVIEW

- Liberty Consolidated Planning Commission (LCPC) for zoning approval
- Inspections Department for site safety inspection

STEP 4: APPROVAL

- Upon satisfactory completion, applicants will be contacted to arrange certificate pick up
- Pay remaining fees