

## RELOCATION / CHANGE IN LICENSE APPLICATION PROCEDURES:

Each person engaged in any business, trade, profession, or occupation within the City limits of Hinesville must obtain a license or permit prior to starting operation. The City of Hinesville can fine or close a business operating without the proper licenses. The application allows the business owner to update any pertinent information to continue operation under a proper business license.

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

Determine the type of change that will occur.

- **Relocation:** the physical location of the business has changed, resulting in the change of the business address
  - Not similar to an mailing address change, please contact the Business License Department and notify them of the change.
  - A new Home-Based Occupation Certification Letter is required when the owner of a Home Based Business moves to a different residential address.
- **Business Name:** the “doing business as (DBA)” name has changed

\*If ownership has changed, please contact the Business License Department to process a new business license.

### STEP 1: COMPLETE APPLICATION

- Complete, sign, and notarize application
- Attach required documentation
- Background check is required

### STEP 2: PAYMENT

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

### STEP 3: REVIEW

- Liberty Consolidated Planning Commission (LCPC) for zoning approval

### STEP 4: APPROVAL

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