

# OPENING A BUSINESS IN ALPHARETTA

Decide whether you are going to operate as a Sole Proprietor, Corporation, or LLC  
<https://georgia.gov/popular-topic/corporations-llcs-and-limited-partnerships>  
<https://georgia.gov/blog/2015-10-20/three-business-structures-infographic>

Register your name with Secretary of State <https://ecorp.sos.ga.gov/>

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-Names-DBA>

Apply for your Federal ID (FEIN). For information, please visit [www.irs.gov/businesses/small](http://www.irs.gov/businesses/small)

Will you be selling products?

Yes

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

No

Will you be selling food?

Yes

Commercial – Fulton County Health Dept – Food Service Permit  
Bakery Only – Department of Agriculture  
Home based – Fulton County Health Dept - 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

Previously occupied locations will require a New Business License Fire and Life Safety Inspection. The inspection will be conducted after initial set up of the business (not an empty space). Questions may be directed to 678-297-6272. To request an inspection, please complete the form located at <https://www.alpharetta.ga.us/government/departments/public-safety/fire/fire-prevention-permits/inspections-request>

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