



SMALL BUSINESS CHECKLIST

PERMIT INFORMATION CENTER

STEP 1 Have you set up your business?

- Incorporate your business**
sos.ga.gov | 404-656-2817
Corporate information must be filed with the Georgia Secretary of State office.
- Obtain Employer Identification Number (EIN)**
irs.gov
All employers who have employees must be assigned an EIN from the United States Internal Revenue Service (Form SS-4).
- Obtain Business Name/DBA**
Walton County: waltoncountyyga.gov | 770-267-1307
This establishes the sales tax collection process with the State of Georgia. Contact the Clerk of the Superior Court's office to file a Trade Name Application.
- Obtain lease from landlord or property owner**
Many commercial properties are leased by management companies. Lease terms should be negotiated prior to application for Certificate of Occupancy.

STEP 2 Have you made contact with the City?

- Confirm business use is allowed per zoning district**
Code Department: City Hall | 770-207-4674
Visit monroega.com/code to find the Zoning and Ordinances link. If a zoning change is required, contact the Code Department.
- Determine whether construction permits are required for tenant improvements and submit any necessary applications and plans**
Code Department: City Hall | 770-207-4674
Prior to any construction, demolition, alteration, or improvement, visit the Code Department to understand what permits may be required and apply for them.
- Determine what signage will be needed and apply for sign permit**
Code Department: City Hall | 770-207-4674
A permit must be in place prior to installation of any signs, including temporary signs or banners. Visit monroega.com/code for information on sign requirements and necessary sign permits. The sign application form can be found online. You may also contact the code department staff with questions.
- Determine whether a fire sprinkler, fire alarm, or fire suppression system is required**
Code Department: City Hall | 770-207-4674
Depending on building use, occupant load, or other factors, additional life-safety systems may be required.

- New development**
Code Department: City Hall | 770-207-4674
Obtain permits for new construction, all on-site improvements, and any public improvements (utilities, street paving, etc.).

STEP 3 Have you made all the necessary applications?

- Contact Environmental Services and City of Monroe Utility Inspector for businesses serving or preparing food**
Walton County Environmental Health: 126 Court Street | 770-267-1430
Utility Inspector: City Hall | 770-266-5168
A separate food permit is required and must be renewed annually. The City of Monroe Utility Inspector must meet on site for grease trap compliance.
- Apply for a Occupational Tax Permit (Business License)**
Code Department: City Hall | 770-207-4674
- Obtain license from City & State for businesses selling or serving alcohol**
Georgia Dept. of Revenue: gtc.dor.ga.gov | 877-423-6711
Code Department: City Hall | 770-207-4674

STEP 4 Have you set up all services?

- Apply for electrical, gas, solid waste, telecom, and water service through City of Monroe**
Utility Customer Service: City Hall | 770-267-3429
The City of Monroe is a full-service utility provider. If there is a separate meter for the space to be occupied, a commercial deposit is required. You can find current utility policies and forms at monroega.com/utility.
- Apply for mail service**
usps.com | 800-275-8777
Contact the United States Post Office to request mail delivery to your new business address. The Post Office will require a copy of the Certificate of Occupancy in order to begin mail service at your new address.

For additional information or questions, please contact our Code Department at 770-207-4674.