



# SMALL BUSINESS CHECKLIST

## PERMIT INFORMATION CENTER

### **STEP 1** Have you set up your business?

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- ☒ **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: waltoncountygga.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?

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- ☒ **Confirm business use is allowed per zoning district**  
Code Department: City Hall | 770-207-4674  
Visit [monroega.com/code](http://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](http://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?

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- ☒ **Contact Environmental Services for businesses serving or preparing food**  
Walton County Environmental Health: 1110 E. Spring Street, Ste. 200 | 770-267-1478  
  
A separate food permit is required and must be renewed annually.
- ☒ **Apply for an 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](http://gtc.dor.ga.gov) | 877-423-6711  
Code Department: City Hall | 770-207-4674

### **STEP 4** Have you set up all services?

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- ☒ **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](http://monroega.com/utility).
- ☒ **Apply for mail service**  
[usps.com](http://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.**