



Business License Department

Welcome to the City of South Fulton!

Thank you for choosing to operate your business in the City of South Fulton. This informational sheet will guide you through the process of applying for a Business License (Occupational Tax Certificate).

Who Needs a Business License?

Any individual, partnership, corporation, or entity conducting business within the City of South Fulton is required to obtain a Business License annually.

Steps to Apply for a Business License:

1. Complete a Business License Application: Available through our online portal.
2. Provide Required Documents:

Government-issued ID	Proof of business address (lease agreement or utility bill)
Business License Review Form	EIN/GA Taxpayer ID/SSN
Fire inspection completed by the City of South Fulton Fire Department (if applicable)	Notarized E-Verify Private Employer Affidavit
Entity Documents (DBA/Annual Registration/Etc)	Affidavit Verifying Status of Benefit
Active state licensure (if applicable)	Multi-Family Rental Housing Inspection (if applicable)

3. If applying for a new business license, ensure your business location complies with the city's zoning regulations by visiting our GIS/Code of Ordinance, or requesting a Zoning Verification Letter.
4. Pay Applicable Fees: Payment of Occupational Taxes may be made to the City of South Fulton in the form of check or Credit Card (American Express, Master Card, or Visa, etc.)

Renewal Requirements

Licenses must be renewed annually by December 31

Late fees apply after March 31

Helpful Contact Information

Business License Department

📍 5440 Fulton Industrial Blvd, South Fulton, GA

📞 (470) 809-7200

✉️ businesslicense@cityofsouthfultonga.gov

🌐 <https://www.cityofsouthfultonga.gov/3775/Business-License>



Business License Review Form

Business Name: _____

Business Address: _____

1. In three or more sentences, please describe your business:

2. In three or more sentences, please outline your daily operations:

3. Do you have any special license or certificate that you use in conjunction with your business?



Home Occupation Form

Please answer the questions below to the best of your abilities for an accurate review of your home occupation license request.

1. Do you have any vehicles that you use in conjunction with your home business?

YES: _____ NO _____

If yes, proceed to questions a-h:

- a. How many vehicles? _____
- b. What is the make, model, length AND weight of each vehicle?
 - a. Vehicle 1: _____
 - b. Vehicle 2: _____
 - c. Vehicle 3: _____
 - d. Where are the vehicle stored when they are **not in use**?
 - i. _____
- e. **Please attach photos of the vehicles.**

2. Will clients be coming to your business operations to shop, pick up items, or receive services?

YES _____ NO _____



1. Your business must be a small, secondary use of your home—not something that turns your house into a full commercial property.
2. Your business must operate *inside* your home (Accessory buildings and structures are **not allowed** to be used for home occupation).
3. You can't remodel or add onto your house in a way that makes it look or function like a business instead of a home.
4. A home occupation may be operated by residents of the home and up to **two non-resident employees** working on-site at any given time. Additional employees are allowed if they work remotely and not at the residence.
5. You can't rent out part of your home to someone else for their business.
6. Your business can only use up to **25% of your home OR 750 square feet**, whichever is less.
7. If you want a sign, you'll need to follow the city's sign rules for residential areas (see Article 7).
8. Nothing related to your business (equipment, products, activities, promotion of business) can be visible from outside your home.
9. You can have up to **2 business-related vehicles** parked at your home.
10. Big commercial trucks (like semi-trucks, box trucks, tow trucks, etc.) and trailers are **not allowed to be parked or stored** at your home unless they're temporarily there for moving or deliveries. All other local parking and vehicle rules still applies.
11. Deliveries must be small-scale, like regular cars or standard delivery services (UPS, FedEx). No semi-trucks or large freight deliveries.
12. You **cannot** operate certain types of businesses, including but not limited to: Auto repair, Restaurants or food service, Animal boarding/keeping businesses, Funeral homes, Motels, Medical or dental offices (except for therapy or telemedicine), or Private clubs.
13. You can sell things you make at home (like crafts). You generally can't buy products just to resell them from your house. Items bought for resale cannot be sold, stored, displayed, or distributed from the home, except for goods stored for online or mail-order sales in compliance with zoning rules.
14. You can only have **2 customers/clients at a time** (except family daycare businesses, which have different limits (see Section 303.06)).
15. If your business requires a professional license (state or federal), you must have it and show it if asked.
16. Your business can't create noticeable noise, odors, vibrations, light, or dust that bothers neighbors.

I have read and understand the Home Occupation guidelines provided to me above:

Signature: _____

Date: _____

Here's some more FAQs:

1. Do I need a business license if I work from home?

- Yes. Home-based businesses must also obtain a business license and comply with the city's home occupation regulations.

2. How do I find my NAICS code?

- You can look up your specific NAICS code by searching your business type at www.naics.com/search. Please note, businesses tend to fall in the categories to the right. Specific NAICS code varies.

3. My application was denied. What's next?

- Please check the online portal and/or email notifications for disapproval comments prior to reaching out. If comment is unclear, please contact the reviewer or coordinator listed on your application.

The following table provides detailed information on the structure of NAICS.

Sector	Definition
11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying, and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate and Rental and Leasing
54	Professional, Scientific, and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services (except Public Administration)
92	Public Administration

4. Where can I find documents and more information for business licenses?

- Please visit our webpage: <https://www.cityofsouthfultonga.gov/3775/Business-License> or scan the QR code below.

