



## **New Business Development Guide**

*A checklist for doing business in Paulding County*

Paulding County Economic Development Inc.

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**PAULDING  
COUNTY**  
economic  
development

Welcome to Paulding County!

We are pleased that you have chosen our county for the location of your business. Being the second fastest growing county in Georgia, Paulding is an excellent place to start a new business.

To assist you in the start-up or expansion of your business, we have developed this New Business Development Guide. In this Guide, you will find a general overview of the process for starting, opening, relocating and/or expanding your business within Paulding.\*

If you have any questions about the processes, we've provided a list of helpful county resources with phone numbers for your convenience.

Again, thank you for choosing Paulding County! We look forward to your success!

Sincerely,

***Michael H.S. Hughes***

Michael H.S. Hughes, AICP  
Executive Director  
Paulding County Economic Development Inc.

*\*The Community Development Department of Paulding County Government is the development-coordinating agency for Paulding County. It is responsible for implementing federal and state environmental mandates; it advises the Board of Commissioners and the general public on zoning, development and planning issues as they affect the environment, financial, economic, legal, and social welfare of Paulding County. The Department has a responsibility to maintain and increase the quality of life in the County as deemed necessary by the Board of Commissioners and County residents; it fulfills its role by providing and, when necessary, enhancing programs as administered by its four divisions:*

<i>Occupation Tax Certificate (Business License)</i>	<i>(770) 443-7596</i>
<i>Building &amp; Permitting</i>	<i>(770) 443-7571</i>
<i>Planning &amp; Zoning</i>	<i>(770) 443-7601</i>
<i>Development</i>	<i>(770) 443-7571</i>
<i>Physical Location: 240 Constitution Boulevard, First Floor, Dallas, GA 30132</i>	

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# New Business Checklist

## Register with the Georgia Secretary of State's Office

### State Registration

- All businesses operating within the State of Georgia must register with the Georgia Department of Revenue. Please call (404) 656-2817 or visit [www.sos.ga.gov](http://www.sos.ga.gov).

### Business Names and Trademarks

- Create a business name through the Georgia Secretary of State's office – [www.sos.ga.gov](http://www.sos.ga.gov). Click online in this order:
  - Business Services
  - Create a Domestic Entity
  - Register Online
  - Online Services
  - Create a User Account
  - Then follow the steps on the website. Fee should be \$100.
  - You do not need to do a Name Reservation. This only holds the name for 30 days.
  - If you don't know what type of legal entity is right for your business – learn more at this link: [Legal Entity.pdf](#)
- Prior to publicizing and circulating the name of your business and/or graphics, check the name's availability with the Georgia Secretary of State to assure it is not already in use within the state.
- To trademark or service mark the name, you must register it with the Secretary of State's Trademarks Division. Call (404) 656-2817 or visit [Trademarks and Service Marks | Georgia Secretary of State \(ga.gov\)](#).
- Any business operating under a name other than the corporation name, limited partnership name, or limited liability company name shall be required to register its trade name with the Paulding County Clerk of Superior Court at (770) 443-7527 and complete the [Trade Name Application](#).

### Incorporation

- To incorporate your business, contact the Corporations Division of the Georgia Secretary of State at (404) 656-2817 or visit [www.sos.ga.gov](http://www.sos.ga.gov).

## Confirm Zoning

### Zoning

- Verify with the Planning & Zoning Division that the business activity you are intending to engage in may be conducted at the designated address of your proposed business location prior to submitting your business license application.
- Confirm with the Planning & Zoning Division what the required parking is for the proposed business.

- Please call (770) 443-7601 or visit the office at 240 Constitution Boulevard, Second Floor to speak with Planning & Zoning staff.

**Will your business be installing signage?**

- Both Home Based and Commercial businesses must complete a sign affidavit during the Business License application process. This affidavit lists the sign ordinance regulations for unincorporated Paulding County.

## **Apply for a Business License (Occupation Tax Certificate)**

**Business License**

- Please view [map](#) to determine if the location falls within unincorporated Paulding County. If you are unsure what jurisdiction your address falls within, please call (770) 443-7596.
- If your business address is within the city limits of Dallas or Hiram, you will need to apply for a business license with them:
  - o [City of Dallas Business License](#)
  - o [City of Hiram Business License](#)
- Any business located within unincorporated Paulding County that engages in any business, trade, profession, or occupation is required to register their business with the county and obtain a Business License (Occupation Tax Certificate) annually.
- Please contact the County's Business License Division at (770) 443-7596 or visit their website at <http://paulding.gov/887/Business-License> for specific questions or concerns.
- When filling out the county business license application, you must choose what type of business you will be conducting, where you are going to have your business location – either **Home Based** or **Commercial** and think of a business name. (Create a name and register a name via [www.sos.ga.gov](http://www.sos.ga.gov)).
- Please fill out an application, which can be obtained in person at the Business License Office located at 240 Constitution Boulevard, 2nd Floor, Dallas, GA 30132, via the following links below and through the county's [online portal](#).

**Home Based Business License Application and Requirements**

- [Home Based Business License Application and Requirements](#)

**Commercial Business License Application and Requirements**

- [Commercial Business License Application and Requirements](#)
- Prior to being issued a Commercial Business License, the applicant's place of business must have a building occupancy inspection and receive a Certificate of Occupancy and should meet all applicable Zoning requirements. Please check with the Planning &

Zoning Division to verify whether the business activity is allowable at the designated address prior to submitting a [Building Occupancy Inspection Application](#).

- In addition, State Licenses, County Permits, or any other federal, state or county requirements are mandatory prior to obtaining a Business License.
- Business Licenses do NOT transfer with new ownership or after moving outside of unincorporated Paulding County.

#### **Renewals**

- Paulding County businesses may [renew](#) their licenses either through the [online portal](#), by mail or in person at the Business License office located at 240 Constitution Boulevard – Second Floor. All licenses expire on December 31 of each year.

#### **Alcohol License**

- Any individual, partnership, corporation or entity which engages in the sale of alcohol with the objective of gain, profit, benefit, or advantage in the unincorporated area of Paulding County must obtain a Paulding County Alcoholic Beverage License prior to engaging in these activities.
- Apply for a [Paulding County Alcoholic Beverage License](#) by clicking on the link.
- You must also schedule a mandatory appointment with the Marshall Bureau – Alcohol Licensing Division by calling (678) 383-3364.
- An application must also be filed with the Georgia Department of Revenue Alcohol Unit to obtain a State Alcoholic Beverage License. A state license cannot be processed until the County alcohol license has been obtained. For more information, visit the [Alcohol and Tobacco - Georgia Department of Revenue's website](#).
- All businesses with a county Alcoholic Beverage License, pouring and package, are required to pay an annual Federal Special Tax to the Bureau of Alcohol, Tobacco, and Firearms.
- New applications within 600 feet of any school building, education building, school grounds, college campus or adult entertainment establishment are not allowed. The owner of a residential dwelling or the official governing authority of the organization structure of a legal church entity which is located within the prohibited area may consent in writing to the applicant obtaining a license for the sale of alcoholic beverages by waiving the distance requirements.

#### **Tobacco License**

- Businesses that sell tobacco products must obtain a license from the Georgia Department of Revenue. Call (877) 423-6711 or visit <https://dor.georgia.gov/tobacco-licensing>.

#### **Restaurants License**– [How to Apply](#)

- For a restaurant to receive a Commercial Business License, a restaurant applicant must:
  - Register their name with the Secretary of State.
  - Complete the top portion of the [Paulding County Building Occupancy Inspection Application](#) and email this to the Business License Division at [occtax@paulding.gov](mailto:occtax@paulding.gov)
  - To apply for a Food Service Permit with Environmental Health and get regulation

info: <https://dph.georgia.gov/environmental-health/food-service>.

- o Complete the Paulding County [Commercial Business License Application](#).

□ **Mobile Food Service (Food Trucks) [How to Apply](#)**

- Contact Environmental Health at (770) 443-7877 [selena.colton@dph.ga.gov](mailto:selena.colton@dph.ga.gov) for regulation information.
- Contact the Fire Marshal at (770) 222-1160 or by email at [fireinsections@paulding.gov](mailto:fireinsections@paulding.gov) for regulation information.
- Apply for a Food Service Permit with the Georgia Department of Environmental Health. Website: <https://dph.georgia.gov/environmental-health/food-service>
- Contact the Planning & Zoning Division to check zoning ordinance for your base location to make sure it is allowed there. Contact Planning & Zoning (770) 443-7601 or by email at [zoning@paulding.gov](mailto:zoning@paulding.gov).
- Register your business with the Secretary of State or as a Sole Proprietor with the Clerk's office.
- Complete the [Home Based Business License Application](#). For questions: Call (770) 443-7596 or email [occtax@paulding.gov](mailto:occtax@paulding.gov).

## Paulding County Development – Who Does What?

### Planning & Zoning Division

The Planning & Zoning Division is responsible for the administration of the Paulding County Zoning Ordinances including the interpretation and amendment. On a daily basis, staff assists applicants, residents, realtors, developers, consultants, and others regarding land use, zoning, comprehensive planning, maps, and demographics. Staff coordinates land use and planning activities with other divisions and departments including business license approval, private dwelling and building permits, review and approval of plans for zoning compliance and demographic information. Staff also process:

- o Development Waiver Applications
- o Land Use Permits (for residential or rural businesses)
- o Medical Hardship Applications
- o Sign Review Applications
- o Special Use Permits
- o Variance Applications
- o Zoning Verification, Zoning Code Compliance and Building Code Compliance
- o Rezoning Applications

Contact: (770) 443-7601

### Development Division

The Development Division provides assistance to developers, engineers, contractors, and individual landowners with the development of new non-residential and residential projects with regard to:

- o Stormwater Quality and Erosion, Sediment and Pollution Control Plan Review.
- o Issuing Grading Permits, Land Disturbance Permits, and Timber Notices.
- o Implementation of the Municipal Site Stormwater Pollution Prevention Plan.
- o Implementation of the Floodplain Management / Flood Damage Prevention Ordinance.
- o Implementation and Enforcement of the Stream Buffer Protection Ordinance.

Contact: (770) 443-7571

## Building & Permitting Division

The Building & Permitting Division issues the following permits for all uses (residential, commercial & industrial):

- [Building permit](#)
- [Electrical permit](#)
- [Heating/Air-conditioning permit](#)
- [Plumbing permit](#)

The building inspectors conduct applicable inspections for all permits issued and are responsible for administering and enforcing all applicable building codes regarding residential and commercial construction in the permitting jurisdiction of the unincorporated areas of Paulding County. The inspections office aids customers to understand and meet all code requirements for their project.

- o To schedule a building inspection, you can call (770) 505-1398 or email at [bldginspections@paulding.gov](mailto:bldginspections@paulding.gov)
- o Building permit technicians can be reached at (770) 443-7571 or email at [commdevpermits@paulding.gov](mailto:commdevpermits@paulding.gov)

## Non-Residential Development Process

### **Rezoning of Site** (if necessary)

Planning & Zoning Division and Board of Commissioners approval

Contact: (770) 443-7601

### **Development Civil Construction Plan Submittal, Review, Approval and LDP Issued**

Development Division and professional staff approval

### **Architectural Building Plan Submittal, Review, Approval & Building Permit Issued**

Building & Permitting Division with professional staff approval

#### **Plan Review Process**

All grading, land disturbance or development in Paulding County must be permitted and inspected. Acceptance of plans by Paulding County shall not constitute or guarantee any rights unless such plans are prepared in accordance with the County's Development Standards. Follow this link to get information on the plan review process: [Development Division Plan Review Process](#)

Upon receiving approval from all departments/divisions and affected outside jurisdictions, the applicant is granted a **Land Disturbance Permit**. This permit will allow the applicant to install sediment and erosion control measures shown on the soil erosion/sediment control plan. Some minimal clearing may be required to complete the installation of these devices.

#### **Acquiring a Building Permit – [Building Permit Approval Sheet & Procedures](#)**

Most structures in Unincorporated Paulding County require a building permit. To obtain a building permit in most cases, applicants must submit a scaled site plan drawn by a Georgia Registered Land Surveyor, Engineer, or Architect. The building permit ensures that the proper building standards are being utilized by obtaining the necessary signatures from each respective Division. Upon completion of the plan review process and submittal of a completed application, the Building & Permitting Division Office (1<sup>st</sup> floor of the Administration Building) will issue the building permit (office hours 8 am – 4 pm).



**Certificate of Occupancy**

Every new business, tenant, or building is required to have a Certificate of Occupancy (CO). This certificate indicates that the building or tenant meets the minimum adopted building and fire codes.

**Establishing Water Service**

Business Accounts: Commercial customers requesting new service should contact the Paulding County Water System Customer Service Center at (770) 222-6868 or visit the Customer Service Facility located at 3844 Atlanta Highway, Hiram GA 30141. You can also email at [pcwapp@paulding.gov](mailto:pcwapp@paulding.gov).

Business hours are Monday through Friday, 8:00 am – 4:45 pm.



Paulding County Business License  
[www.paulding.gov](http://www.paulding.gov)  
(770) 443-7596  
[occtax@paulding.gov](mailto:occtax@paulding.gov)

### HELPFUL COUNTY RESOURCES

**Paulding County Clerk of Superior Court:** (770) 443-7527

- Trade Names/DBA

**Paulding County Planning & Zoning Division:** (770) 443-7601

- Zoning Questions

**Paulding County Building & Permitting Division:** (770) 443-7571

- New Construction/Tenant Finish Questions

**Paulding County Marshal Bureau:** (770) 443-9768

- Alcohol Establishments
- Code Enforcement

**Paulding County Addressing:** (770)505-1365

- Business Addressing Questions

**Paulding County Tax Commissioner:** (770) 443-7581

- Property Tax Payments

**Paulding County Tax Assessors:** (770) 443-7606

- Real Estate & Personal Property Tax Questions

**Paulding County Fire Marshal:** (770) 222-1160

- Business Fire Inspections

**Paulding County Water & Sewer Department:** (678) 224-4086 *Development Coordinator*

- Commercial Water Usage Questions

**Paulding County Animal Control:** (770) 445-1511

- Animal Establishments

**Paulding County Board of Commissioners:** (770) 443-7550

**Paulding Chamber of Commerce:** (770) 445-6016

- Business Networking

**Dallas New Era:** (770) 445-3379

- Legal Organ/Publications

**City of Dallas:** (770) 443-8110

- Business License/Occupation Tax Option 4

**City of Hiram:** (770) 943-3726

- Business License/Occupation Tax Extension 2013

## HELPFUL STATE / FEDERAL RESOURCES

### **Georgia Secretary of State:** [www.sos.ga.gov](http://www.sos.ga.gov)

- Corporations Division (404) 656-2817
- Professional Licensing (478) 207-2440
- Northwest Regional Office *Cartersville* (470) 240-5065

### **Environmental Health Department (Georgia Dept of Public Health):** (770) 443-7877 *Paulding County* <https://nwgapublichealth.org/paulding-county-environmental-health-department/>

- Food Service

### **Georgia Department of Agriculture:** <http://agr.georgia.gov>

- Food Sales Establishments/Cottage Food Program (404) 656-3627
- Companion Animal/Equine Section (404) 656-3713

### **Georgia Department of Natural Resources:** <https://gadnr.org>

- Environmental Protection Division <https://epd.georgia.gov> (404) 657-5947
  - Georgia Clean Air Force (*Air Protection Branch*) (800) 449-2471 [www.cleanairforce.com](http://www.cleanairforce.com)
  - Solid Waste (*Land Protection Branch*) (404) 362-2692
- Wildlife Protection Division <https://georgiawildlife.com> (706) 557-3333

### **Georgia Department of Community Health:** <https://dch.georgia.gov>

- Healthcare Facility Regulation Division (*Private Home Care/Personal Care Home*) (404) 657-5700
- Main Office (404) 656-4507

### **Georgia Department of Early Care and Learning:** <http://families.decal.ga.gov/>

- Bright From the Start Program (*Daycare/Childcare*) (404) 656-5957

### **Georgia Department of Public Safety:** <https://dps.georgia.gov>

- Motor Carrier Compliance Division [www.gamccd.net](http://www.gamccd.net)
  - Limousine Services (404) 624-7244
  - Metered Transportation Services (404) 624-7243
  - Household Good Movers (404) 624-7241

### **Bureau of Alcohol, Tobacco, Firearms and Explosives (U.S. Department of Justice):** [www.atf.gov](http://www.atf.gov)

- Federal Firearms License

### **Georgia Department of Revenue:** [www.dor.ga.gov](http://www.dor.ga.gov)

- Sales and Use Tax Number/State Business Tax (877) 423-6711
- Tobacco Retail (877) 423-6711
- Regional Office *Cartersville* (770) 387-4060

### **Georgia Department of Transportation:** [www.dot.ga.gov](http://www.dot.ga.gov) (404) 631-1990

- Travel Info & Data
- Traffic Counts

### **Internal Revenue Service:** [www.irs.gov](http://www.irs.gov)

- Federal Business Tax (800)829-4933
- Employer Identification Number (EIN)/Federal Tax ID

### **E-Verify:** [www.e-verify.gov](http://www.e-verify.gov)

- Contact Center (888) 464-4218

### **Better Business Bureau:** [www.bbb.org](http://www.bbb.org) - Metro Atlanta Office (404) 766-0875