

HOW TO SUBMIT A CHANGE OF ADDRESS

For Technical and Non-Technical Issues

Contact [ATL311.com](https://atl311.com) or **404-546-0311** to create a case.

HOW TO SUBMIT A CHANGE OF ADDRESS

ATLCORE
BUSINESS LICENSING & PERMITTING PORTAL

REVIEW before you **RENEW**
2024 Annual Business License Season is Coming

Home Before You Get Started Apply (NEW Business) Renew Pay Invoices Map Search Calendar

Business/Email information changes? Still Have Questions? Contact ATL311.COM or 404-546-0311.

Welcome to the City of Atlanta Self Service

BUSINESS LICENSE RENEWALS
2024 GENERAL BUSINESS LICENSE RENEWALS - BEGINNING JANUARY 2, 2024
FAILURE TO RENEW BY **FEBRUARY 15, 2024**, WILL RESULT IN A \$500 PENALTY
FAILURE TO PAY BY **APRIL 1, 2024**, WILL RESULT IN A 10% PENALTY & 1.5% INTEREST ASSESSMENT ON UNPAID PRINCIPAL

Business licenses are valid from January 1 through December 31 of year issued.
2024 Renewal Requirement: Financial Documents are now required to support annual reported Gross Receipts.

Helpful Guides

Before you get started

Pre-Zoning Check
Find out if your business location is within the City of Atlanta.

Login or Register
Login to an existing or create a new account. You can also find help if you forgot your login information.

Pay Invoice with Debit/Credit Card
Use this tool to pay for invoices.

Pay Invoice via Lockbox
Use this tool to pay for individual invoices via the Lockbox.

Start a NEW Business
NEW General Business License, Financial Institution, Insurance, Professional License

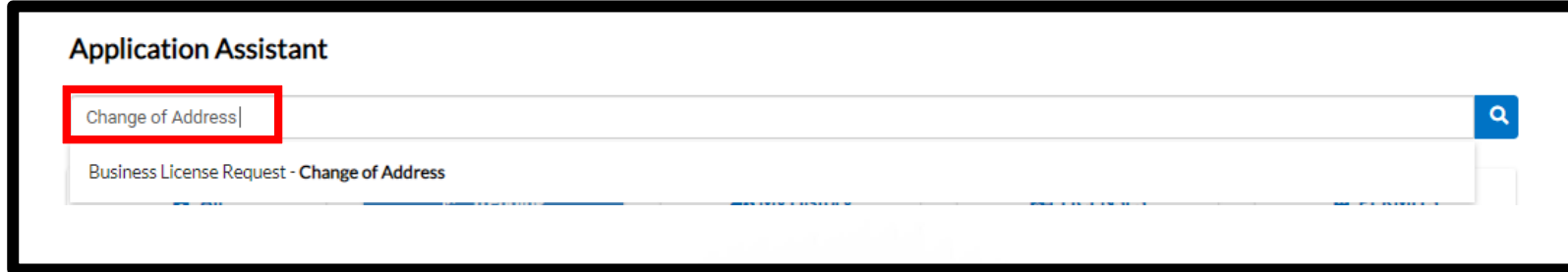
RENEW My License for EXISTING Business
This tool can be used to RENEW an EXISTING Business License and Permit ONLY.

APPLY for a NEW Alcohol License
NEW Alcohol License, Change of Agent, Temporary Alcohol License, Special Event Alcohol License

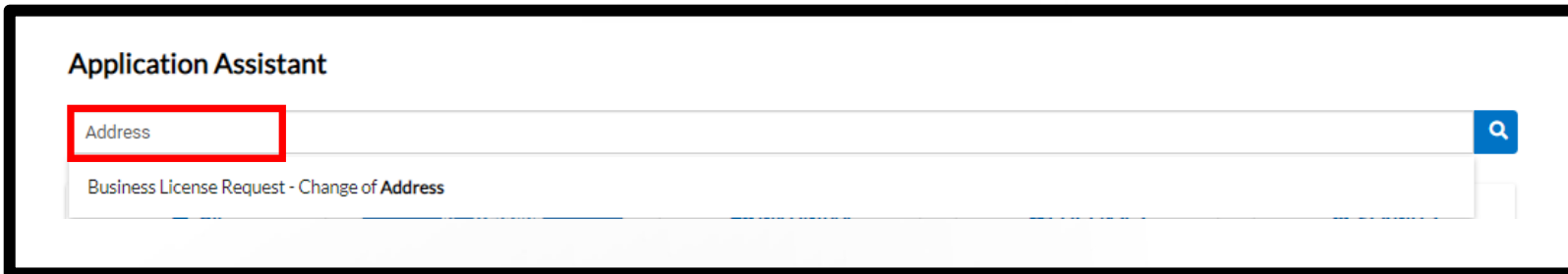
APPLY for a NEW Regulatory Permit
NEW Health Establishment Permit, Massage Permit, Commercial Recreation, Adult Entertainment, Vehicle Immobilization

1. Using the Google Chrome browser, navigate to the [ATLCORE Business Licensing and Permitting Portal](#). To log in, click **Login or Register** (if you do not currently have an account) from the center of the home page or top right corner of the page.

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

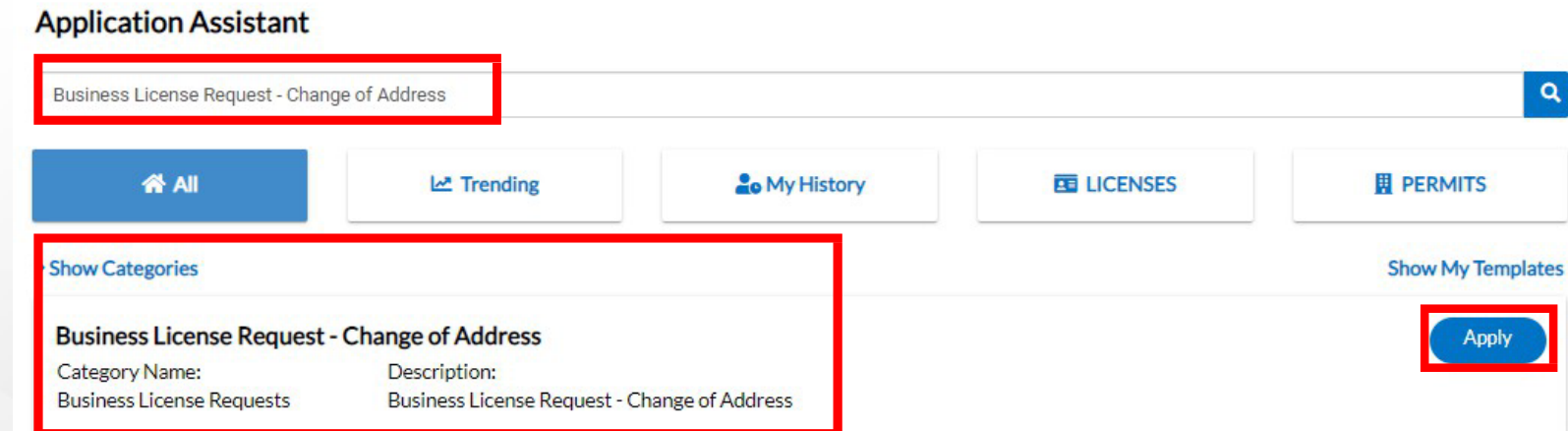


2. From your **Dashboard**, navigate to **Apply (New Business)**.



3. Type **Change of Address** *or* **Address** into the Application Assistant Search bar and click the **Search Icon** or press **Enter** on your keyboard.

4. Select Business License Request – Change of Address.



5. Click **Apply** to begin the application process.

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

Apply for License - Business License Request - Change of Address

Select or create the business for this application

Three business selection tiles are shown:

- Chip's Food Services - ...**: Sole Proprietorship, Status: Compliant, 300 Stop Atlanta GA 30303 ..., Newspaper Publishers. **Select** button.
- Chip Rubble Temporar...**: General Partnership, Status: Compliant, 300 Stop Atlanta GA 30303 ..., Temporary Help Services. **Select** button.
- Chip Rubble Testing1 - ...**: Limited Liability Company, Status: Submitted, 300 Stop Atlanta GA 30303 ..., Tax Preparation Services. **Select** button.

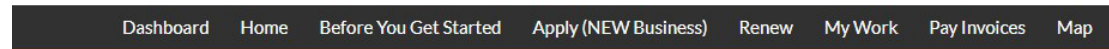
6. Select your Company to which the address change applies.

7. Select the tile with the old address. Select **Remove**.

8. Select the second tile to add new address.

- a. Click the **white (+) plus sign** to **Add Location**. Select the type of location you are adding from the dropdown menu.
- b. A new window will open for you to enter your address details.
- c. After saving your address details, click **Next**. (Repeat, if a mailing address change is needed too.)

***Mailing addresses are required.**



Apply for License - Business License Request - Change of Address



LOCATIONS

To remove the old business location select **REMOVE**. Click on the **BLUE ICON** to add the new location. **Verify/Add** mailing address.

The screenshot shows two components:

- A white card with the following text: **Type: Business Location**, Fulton, 300 Stop ST, Atlanta, GA, 30303, **Main Address** (checked). At the bottom, a blue **Remove** button is highlighted with a red box.
- A blue modal window titled **Business Location** with a dropdown menu and a large white **+ Add Location** button.

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

d. There are two different methods for adding an address to your business account: You can search our GIS records for an address, or you can enter the address manually.

Searching for an Address

1. Make sure **Address** is selected and shown in blue, as the image to the right.
2. Enter the address in the search bar and click the search icon or press **Enter** on your keyboard.
3. Returned results will be displayed below the search bar.

Add Location

Address Parcel

Add Address As Business Location ▾

Search Enter Manually

Address Information

Search

Manually Adding an Address

1. Make sure **Address** is selected and shown in blue, as the image to the right.
2. Click **Enter Manually** and complete the address fields. Save your address to proceed.

Note: **Enter Address** field is another field used to search for an address. Skip this field when adding an address manually.

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

9. **License Type** – Verify for accuracy. Should show Business License Request – Change of Address.

10. **Description** – Enter the description of the license that corresponds with the license type.

11. **Estimated Receipts** – ***SKIP (This application is used only for change of address.)***

Progress: 1 ✓ (Locations) 2 3 (Contacts)

BUSINESS DETAILS

- * Company Type: General Partnership
- * Company Name: Chip Rubble Temporary Services - TEST%
- Business Description:
- DBA:
- * Location: Commercial

LICENSE DETAILS

- * License Type: Business License Request - Change c
- * Description: Temp Services
- Estimated Receipts: 0

Back Create Template

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

CONTACTS

Review Contacts and select NEXT.

The screenshot displays the CONTACTS interface with three main sections. On the left, there is a 'Representative of the Business' card for 'Chip Rubble TEST%(You)' with a 'Remove' button highlighted by a red box. In the middle, there is a 'Licensee' card for 'Chip Rubble TEST%(You)' with a 'Remove' button. On the right, there is a blue 'Add Contact' panel featuring a 'Select Type' dropdown menu (highlighted by a red box) and a white plus sign icon (+) (also highlighted by a red box) to initiate adding a contact. At the bottom of the interface, there are navigation buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'.

12. Update Contacts (if needed)

- Select Remove to delete the old contact record.
- Select the contact type from the dropdown menu, then click the **white plus sign “+”** to **Add Contact** for new contact.

****Applicant contact record must include address.***

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

13. More Information

- a. Enter the complete **Old Address**.
- b. Enter the **Effective Date of Change**.
- c. Is the above location associated with an alcohol license? Yes/No

Apply for License - Business License Request - Change of Address *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

[Top](#) | [Main Menu](#)

*Old Address 300 STOP St
Atlanta, GA 30303

*Effective Date of Change 12/12/2022

Is the above address associated with an Alcohol License?

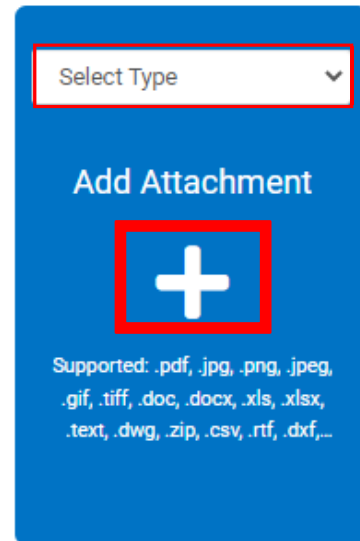
* No

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

14. Upload/Drag and Drop the **Required Attachments** (if applies) on the next screen. You will not be able to proceed without providing the required documents.

Attachments

Please attach any supporting document.



The screenshot shows a blue rectangular interface for adding attachments. At the top, there is a white dropdown menu with the text "Select Type" and a downward arrow. Below this is the text "Add Attachment" in white. In the center is a white plus sign (+) inside a white square, which is highlighted with a red border. At the bottom, there is a list of supported file formats: ".pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,..."

NOTE: You can click **Save as Draft** to save your application until you have the required documents.

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

15. Signature

- Type your name to provide consent.
- Slide blue tab to enable Type Signature. Type applicant's name.

SIGNATURE

I declare under penalty of making false declaration, that I am authorized to complete this form and to the best of my knowledge and belief, it is a true, correct and complete statement made in good faith.

* Please type your name as consent to electronically sign this application.

Enable Type Signature



Chip Rubble

Chip Rubble

Chip Rubble
January, 19 2023

X *Chip Rubble*

Back

Create Template

Save Draft

Next

HOW TO SUBMIT A CHANGE OF ADDRESS (cont'd)

Apply for License - CPA

16. Review all application details prior to clicking **Submit** to submit your application.

REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Submit

✓ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

License Number: GBL-0123-18308

Add to Cart

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

License Details | Tab Elements | Main Menu

License Details

License Type:	Business License Request - Change of Address	District:	Applied Date:	01/19/2023
Account Number:		Issued By:	Administrator, System	Period Start Date:
Status:	Fees Due			Expiration Date:
Description:	Temp Services			

17. A confirmation message will appear.
18. Click **Add to Cart** to pay invoice.

For Technical and Non-Technical Issues

Contact [ATL311.com](https://atl311.com) or [404-546-0311](tel:4045460311) to create a case.

