

HOW TO APPLY FOR A GENERAL BUSINESS LICENSE

For Technical and Non-Technical Issues

Contact **ATL311.com** or **404-546-0311** to create a case.

HOW TO APPLY FOR A GENERAL BUSINESS LICENSE

The screenshot shows the ATLCORE Business Licensing & Permitting Portal. At the top left is the ATLCORE logo with the tagline 'BUSINESS LICENSING & PERMITTING PORTAL'. To its right is a 'REVIEW before you RENEW' banner for the '2024 Annual Business License Season'. A 'Login or Register' button is in the top right corner. The navigation bar includes 'Home', 'Before You Get Started', 'Apply (NEW Business)', 'Renew', 'Pay Invoices', 'Map', 'Search', and 'Calendar'. A blue banner below the navigation bar reads 'Business/Email information changes? Still Have Questions? Contact ATL311.COM or 404-546-0311.' The main heading is 'Welcome to the City of Atlanta Self Service'. A central banner for 'BUSINESS LICENSE RENEWALS' states: '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.' Below this are several service tiles: 'Pre-Zoning Check', 'Login or Register' (highlighted in red), 'Pay Invoice with Debit/Credit Card', 'Pay Invoice via Lockbox', 'Start a NEW Business' (highlighted in red), 'RENEW My License for EXISTING Business', 'APPLY for a NEW Alcohol License', and 'APPLY for a NEW Regulatory Permit'. A 'Helpful Guides' icon is on the left, and a 'Before you get started' icon is on the right.

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.

2. To apply, click **START a NEW BUSINESS** from the center of the home page or **APPLY (NEW BUSINESS)** from the top navigation banner.

HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

3. Options to search for the license type you are applying for:
 1. Type the name of the application into the **Application Assistant Search Bar** and click the **Search Icon** or press **Enter** on your keyboard.
 2. Select your desired application from the list of available applications.
 3. Click **Apply** to begin the application process.

Application Assistant

General Business License - Accommodation and Food Services



All

Trending

My History

LICENSES

PERMITS

> Show Categories

Show My Templates

General Business License - Accommodation and Food Services

Category Name:
Business License

Description:
This application is required to obtain a license to operate a business with general business specialties.

Apply

HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

4. Click on the dropdown box, to select or create the business for this application.

See **Corporation, General Partnership, Limited Liability Company, Limited Liability Partnership, Non-Profit, Sole Proprietorship.**

After selecting the company type, click the “+” plus icon to start the application process.

Apply for License - General Business License - Accommodation and Food Services

*REQUIRED

Select or create the business for this application

Select Company Type

Create New Business During Application

+

Select Company Type

Select Company Type

Corporation

General Partnership

Limited Liability Company

Limited Liability Partnership

Non-Profit

Sole Proprietorship

HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

5. On the **Locations** section, under **Locations**, your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. A new window will open for you to enter your address details.

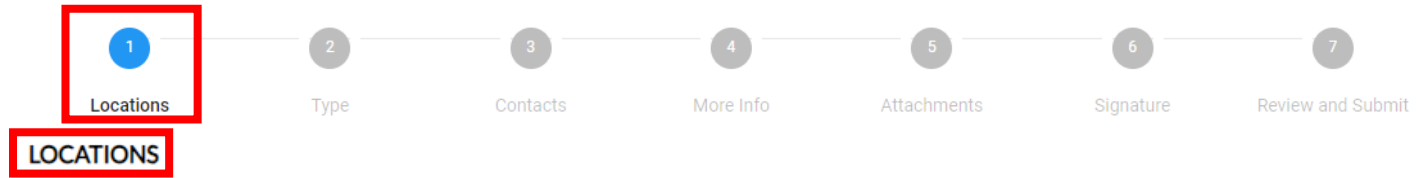
For addresses within the City of Atlanta, enter the address in the search bar, select add, select the address type.

For addresses located outside of the Atlanta area, manually enter the address, select save, and select the address type.

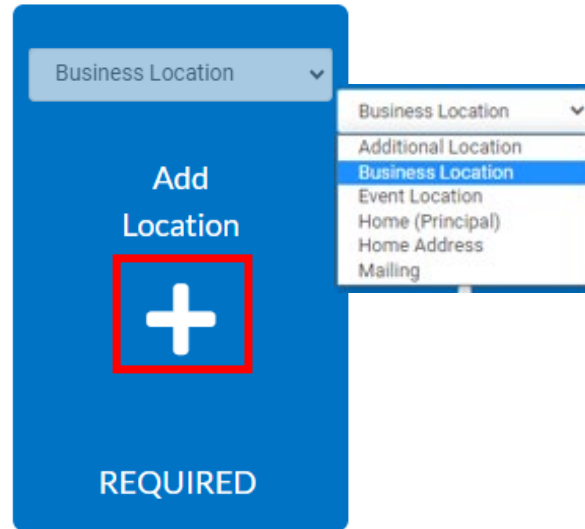
After saving your address details, click **Next**.

Apply for License - General Business License - Accommodation and Food Services

*REQUIRED



Your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. For addresses within the City of Atlanta, enter the address in the search bar, select add, select the address type. For addresses located outside of the Atlanta area, manually enter the address, select save, and select the address type.



[Back to Application](#)

Add Location

Address

Parcel

Add Address As

Business Location

Search

Enter Manually

Address Information

Search



Save Draft

Next

HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

6. 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.

[← Back to Application](#)

Add Location



Add Address As



Address Information

Search 

Manually Adding an Address

1. Make sure Address is selected and shown in blue, as shown on the image.
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 APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

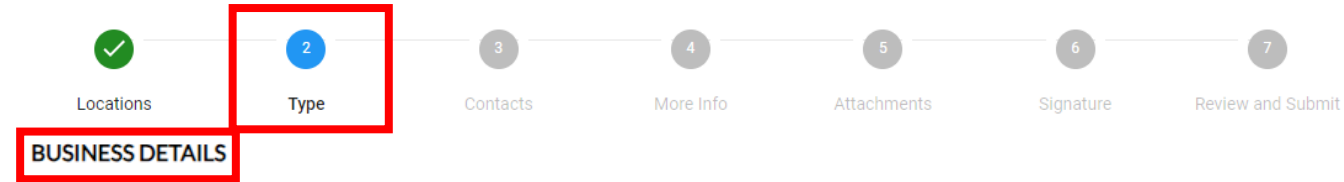
7. On the **Type** section, under **Business Details**, please complete your application in its entirety.

Note: The **Company Name** is the name filed with the state/legal name of your business. The **DBA** is the Operating/Trade Name of business.

To prevent a delay in processing, enter your business description and TIN/Tax I.D. number.

Apply for License - General Business License - Accommodation and Food Services

*REQUIRED



Please complete your application in its entirety.

Note: The **Company Name** is the name filed with the state/legal name of your business. The **DBA** is the Operating/Trade Name of business. **To prevent a delay in processing, enter your business description and TIN/Tax I.D. number.**

* Company Type	<input type="text" value="Limited Liability Company"/>
* Company Name	<input type="text"/>
Business Description	<input type="text"/>
DBA	<input type="text"/>
* Location	<input type="text"/>
TIN	<input type="text"/>
Tax ID	<input type="text"/>

HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

LICENSE DETAILS

* License Type

* Description

Estimated Receipts

8. **License Type** – Verify for accuracy. If incorrect, cancel application and restart with correct professional type.

9. **Description** – Include the description of the license that corresponds with the license type.

Click **Next**, to proceed.

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Create Template

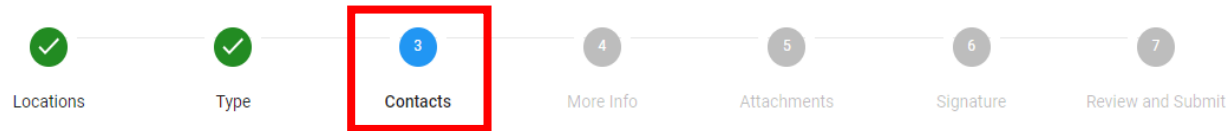
Save Draft

Next

HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

10. On the **Contacts** section, under **Contacts**, to add the required Licensee, click **+ Add Contact** on the Licensee card. To add all owners of the business, select Business Owner from the drop-down list on the additional card.

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CONTACTS

To add the required Licensee, click **+ Add Contact** on the Licensee card. To add all owners of the business, select **Business Owner** from the drop-down list on the additional card.

The screenshot shows three cards in the 'CONTACTS' section. The first card is 'Representative of the Business' for Joe Alpha (You). The second card is 'Licensee' with a red box around the '+ Add Contact' button and the word 'REQUIRED' at the bottom. The third card is 'Add Contact' with a dropdown menu open, showing 'Business Owner' selected and highlighted with a red box. Other options in the dropdown include Agent, Applicant, Attorney, Authorized Officer, Company, Contractor, Corporate, Hotel/Motel Entity, Law Firm, Licensee, Manager, Manager's Spouse, New Owner, Owner, Partner, Payroll Holding Company, Previous Agent, Principal Officer, and Representative of the Business. At the bottom right, there is a 'Next' button highlighted with a red box.

11. Add a contact by entering a **Name**, **Email**, or Company in the **Search Bar** or click **Enter Manually** to enter the contact details manually. After adding the **Contact Type** and **Contact**, Click **Next**, to proceed.

[← Back to Application](#)

Add Contact

Add Contact As Representative of the Business ▾

Three buttons: 'Search' (blue), 'Enter Manually' (light blue, highlighted with a red box), and 'My Favorites' (grey).

Search

*One or more contacts are **REQUIRED**. You can use a contact more than one time. **Contact record must include address.**

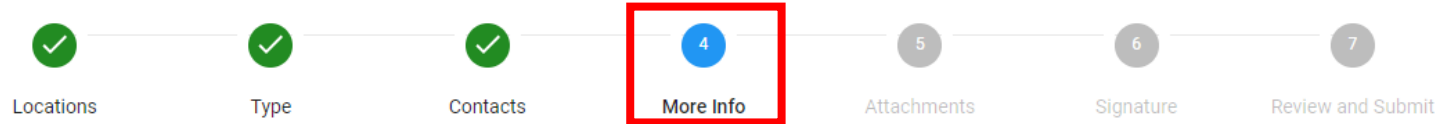
HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

12. On the **More Info** section, under **More Info**, fields denoted with an Asterisk (*) must be completed.

Click **Next**, to proceed.

Apply for License - General Business License - Accommodation and Food Services

*REQUIRED



MORE INFO

Fields denoted with an Asterisk (*) must be completed.

Zoning Information

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*Have you received Zoning Approval?

If yes, enter ZLA# and attach zoning documentation

ZLA#

[Zoning Open Portal URL](#)

Calculations

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HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

13. On the **Attachments** section, under **Attachments**, to add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

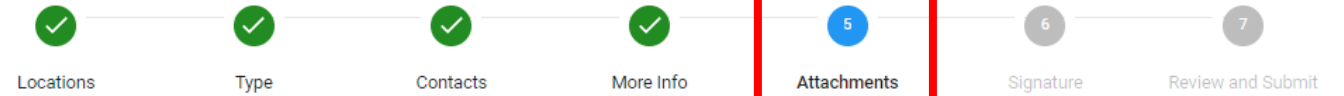
You will not be able to proceed without providing the required documents.

Click **Next**, to proceed.

NOTE: You can click **Save as Draft** to save your application until you have the required documents. To return to application, locate draft or template. Click on username in top right corner. Select Saved Work. Select My Templates or My Drafts tab.

Apply for License - General Business License - Accommodation and Food Services

*REQUIRED



Attachments

If Multi-Year Applicant - Federal and State tax returns are **REQUIRED** for all prior reported years. To add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

This business type requires the following required documents. **Click the form type below or click " FORMS" here to download current forms.**

This business type requires the following **Supporting Documents**:

- **Government Issued ID** - It must be valid and match the signature on the application.
- **E-Verify Affidavit Form** - **THE FORM MUST BE NOTARIZED.**
- **S.A.V.E Affidavit Form** - **THE FORM MUST BE NOTARIZED.**

Two blue panels for adding attachments. The left panel is titled 'Supporting Documents' and the right panel is titled 'Add Attachment'. Both panels have a 'Select Type' dropdown menu and a large white '+' icon in a red box. Below the icon, supported file formats are listed: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ... The left panel also has a 'REQUIRED' label at the bottom.

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Create Template

Save Draft

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HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

14. On the **Signature** section, under **Signature**, type your **name** to provide consent.

15. Slide the blue tab to enable **Type Signature**. Type applicant's name.

Click **Next**, to proceed.

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Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ **Signature 6** Review and Submit 7

SIGNATURE

The City is hereby in receipt of your submission of the requisite documents in accordance with Sec. 30-57 of the Municipal Code and the accuracy and completeness of the information contained therein. The City of Atlanta ("City") conducts an ongoing review of these documents which may require supplemental responses from the Certificate holder. Failure to timely respond and/or providing any false information may result in imposed penalties, fees, or suspension of the Certificate.

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

Enable Type Signature

Joe Alpha
December, 15 2023

John Alpha

Back Create Template Save Draft **Next**

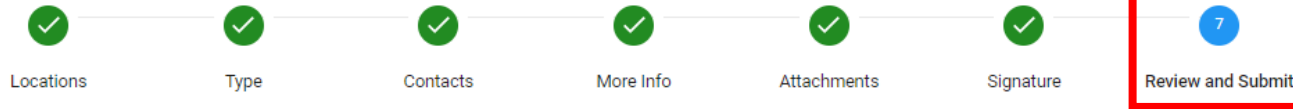
HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

16. On the **Review and Submit** section, review all application details prior to clicking **Submit** to submit your application.

17. After clicking the submit button, a confirmation message will appear with a link to your pending license. Click **Continue to License**, to proceed.

Apply for License - General Business License - Accommodation and Food Services

*REQUIRED



✔ Your application was successfully submitted!

New License Applications: Once you successfully submit your new license application and remit payment for your registration and zoning fees (as applicable), the Office of Revenue will review your online submission and prepare your occupational tax bill. You will receive an email notification informing of your invoice. After your occupational tax payment is received, you will be able to print your new license! Renewal Applications: The Office of Revenue will review your online submission and prepare your occupational tax bill. You will receive an email notification informing of your invoice. If you are alerted that there is a hold on your account, we will contact you to discuss and provide instructions for next steps. After your occupational tax payment is received, you will be able to print your new license

[Continue to license](#)

Locations

Business Location 1234 Alpha Suite H SW DR, Atlanta, GA, , 30033

Basic Info

Company Name	Alpha Hotel, Inc.
Company Type	Corporation
Business Description	Hotel
DBA	
Location	Commercial
License Type	General Business License - Accommodation and Food Services
Description	Hotel
Industry Classification(s)	722511 - Full-Service Restaurants
Applied Date	12/15/2023
Estimated Receipts	\$0.00

HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

18. Your **License Number** will appear in the top left corner.

Note message on pink banner (*messages may vary from the messages shown*)

The **Status** of your application is in the blue shaded section.

License Number: GBL-1223-23516

• License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Type:	General Business License - Accommodation and Food Services	District:		Applied Date:	12/15/2023
Account Number:		Issued By:	Administrator, System	Period Start Date:	
Status:	Submitted - Online	Expiration Date:			
Description:	Hotel				

[Business](#) | [Locations](#) | [Attachments](#) | [Contacts](#) | [Classifications](#) | [More Info](#)

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Business

Company Name:	Alpha Hotel	DBA:		Open Date:	
Company Type:	Corporation	Status:	Submitted	Closed Date:	

HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)

Dashboard Home Before You Get Started Apply (NEW Business) Renew **My Work** Pay Invoices Map Search Q Calendar 0

My Work

MY INVOICES MY LICENSES

Search...

Add To Cart Display Unpaid for All Invoices Export to Excel

Invoice Number	Amount Due	Due	Status	Case Number	Address
INV-00125606	\$582.50	04/21/2023	Invoiced, Past Due	GBL-1222-17773	1234 Stop
<input checked="" type="checkbox"/> INV-00128490	\$125.00	05/19/2023	Invoiced, Past Due	GBL-0523-21048	1234 Stop

Back Shopping Cart

Total \$125.00 **Check Out**

Invoice: INV-00128490 Description: GBL-0523-21048 Due Date: 05/19/2023

Case Number	Project	Case Address	Amount Due
GBL-0523-21048		1234 Stop	\$125.00

Total \$125.00 **Remove** **Check Out**

19. When the Billing team has completed processing your application, your invoice can be found on the **My Work** tab, under **My Invoices**. Select the invoice, click **Add to Cart** to pay applicable invoice, select **Check Out**.

20. From the shopping cart, you can **Remove** the invoice or select **Check Out** to proceed to the payment screen.

HOW TO APPLY FOR A GENERAL BUSINESS LICENSE (cont'd)



Atlanta, GA
Order Number: 92023
Thursday, May 25, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00128490	GBL-0523-21048	1	\$125.00	\$125.00
			Item Total:	\$125.00
			Order Total:	\$125.00

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Card Type	Card Number	Expiration Date	
Select one... ▼	<input type="text"/>	Month... ▼	Year... ▼
CVV Code	<input type="text"/>		

Pay Now - \$125.00

Cancel

21. Enter your payment information to complete your transaction. Select **Pay Now** to process your payment.

NOTE: Once your payment is received, your license application can be processed.

For Technical and Non-Technical Issues

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

