

HOW TO RENEW A GENERAL BUSINESS LICENSE

For Technical and Non-Technical Issues

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



HOW TO RENEW A GENERAL BUSINESS LICENSE

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 renew, click **RENEW My License for EXISTING Business** from the center of the home page or top navigation banner on the page.

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

HOW TO RENEW A GENERAL BUSINESS LICENSE (cont'd)

3. From **My Work – My Licenses**, locate your license. Click the blue **Renew** button.

The screenshot shows the ATL CORE Business Licensing & Permitting Portal. At the top left is the ATL CORE logo and a banner for the 2024 Annual Business License Season. The navigation bar includes 'My Work', which is highlighted with a red box. Below the navigation bar, the 'MY LICENSES' tab is selected. A table lists licenses, with the first row for license GBL-0523-21048 having a 'Renew' button highlighted with a red box.

License Number	Renew	Name	DBA	Address	Status	Type	Applied
GBL-0523-21048	Renew				Expired	General Business License - A...	10/30/2023

HOW TO RENEW A GENERAL BUSINESS LICENSE (cont'd)

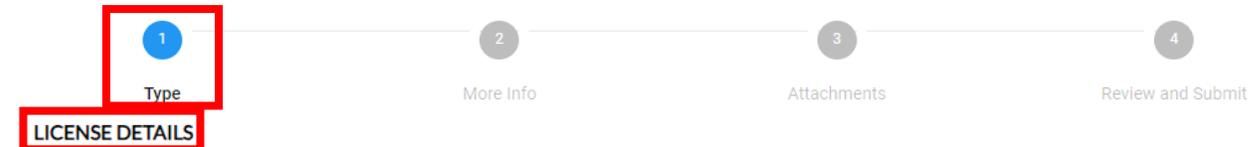
Renew License - General Business License - Accommodation and Food Services

*REQUIRED

4. The **Type** section, under **LICENSE DETAILS** displays your **License Type** and **Description**.

Note: Review for accuracy.
(You cannot make changes.)

Click **Next**, to proceed.



NEW REQUIREMENT: Financial Documents are now required to support all reported annual Gross Receipts.

Please complete your application in its entirety.

- Original estimated receipts will auto-populate.
- Enter your reported receipts for the prior year. This value cannot be zero (0).
- Allowed Deductions should remain zero (0).
- Actual Gross Receipts will auto-populate.
- Estimated Receipts will auto-populate.

Skipping Reported Receipts or entering zero (0) will result in an error message causing you to lose the ability to SAVE your application.

License Type: General Business License - Arts, Ente

Description: [Empty text area]

RECEIPT DETAILS

Original Estimated Receipts: [Empty input field]

Reported Receipts: 0

Allowed Deductions: 0

Actual Gross Receipts: [Empty input field]

Estimated Receipts: [Empty input field]

Next

HOW TO RENEW A GENERAL BUSINESS LICENSE (cont'd)

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

Click **Next**, to proceed.

Renew License - General Business License - Arts, Entertainment, & Recreation *REQUIRED

Progress: 1. Type (✓) → 2. More Info (2) → 3. Attachments → 4. Review and Submit

MORE INFO

Fields denoted with an Asterisk (*) are required.

IMPORTANT As of January 1, 2024 Financial Documents will be required to support annual reported Gross Receipts

For Renewals: Enter your actual Gross Receipts for last year. (Zero (0) cannot be entered) For New Businesses: Enter your estimated Gross Receipts.

→ *Gross Receipts \$

For Renewals: Enter Prior year actual number of Employees. For New Businesses: Enter estimated number of Employees. (ZERO (0) CANNOT BE ENTERED FOR NUMBER OF EMPLOYEES. IF NO EMPLOYEES, ENTER 1 FOR THE OWNER)

→ *Number of Employees

HOW TO RENEW A GENERAL BUSINESS LICENSE (cont'd)

6. 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.

NOTE: To successfully upload the required documents, Please do not include special characters (example: @, &, - , /, \) in the naming convention of the file.

Click **Next**, to proceed.

Renew License - General Business License - Accommodation and Food Services *REQUIRED

Attachments

NEW REQUIREMENT: Financial Documents are now required to support all reported annual Gross Receipts. To add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

If Multi-Year Applicant - Federal and State tax returns are REQUIRED for all prior reported years.

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

- Federal and State of GA Tax Returns including schedules (**Preferred**), or
- Profit and Loss Statement (P&L), or
- Income Statement

Supporting Documents

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

Back **Next**

HOW TO RENEW A GENERAL BUSINESS LICENSE (cont'd)

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

Renew License - General Business License - Accommodation and Food Services *REQUIRED

Progress: ✓ Type ✓ More Info ✓ Attachments 4 Review and Submit

Submit

Locations

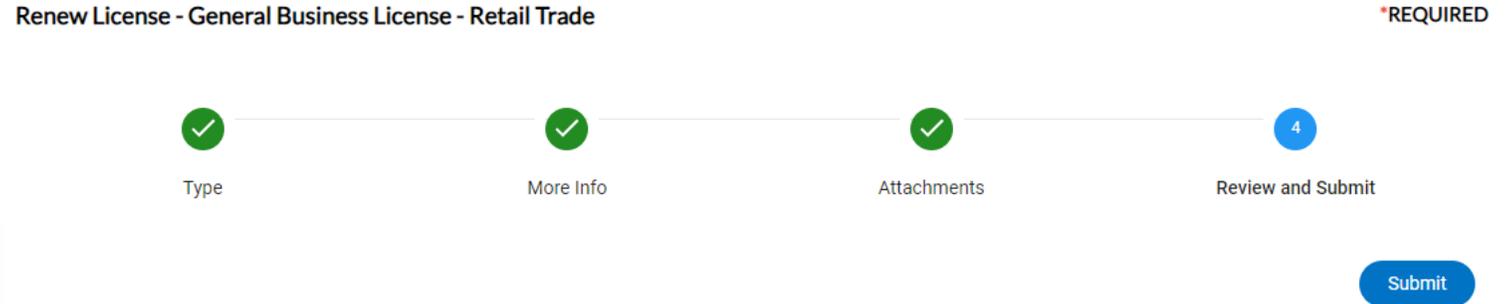
Business Location

Basic Info

Type: General Business License - Accommodation and Food Services

HOW TO RENEW A GENERAL BUSINESS LICENSE (cont'd)

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



9. **NOTE:** An error message will occur if you attempt to put **ZERO** or **skip** the **Estimated Gross Receipts** field on the More Info tab. Click the **BACK** button twice to return to the More Info tab to enter the correct **Estimated Gross Receipts** amount.

Warning

ZERO (0) CANNOT BE ENTERED FOR ESTIMATED GROSS RECEIPTS.

Click the back button twice at the bottom of the screen to return to the More Info section. Enter in the correct amount of Estimated Gross Receipts.

Close

*Full Name: x

*Title x

*Estimated Gross Receipts \$ 0

*Are you Exempt from Everify? Yes

HOW TO RENEW A GENERAL BUSINESS LICENSE (cont'd)

10. 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:		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 RENEW A GENERAL BUSINESS LICENSE (cont'd)

Shopping Cart

Invoice: [INV-00006297](#) Description:

Due Date:

Case Number	Project	Case Address	Amount Due
			\$125.00

Total \$125.00

[Check Out](#)

\$125.00

[Remove](#)

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

11. Once you are ready to enter your payment details, click **Check Out** to proceed to the payment screen.

Total \$125.00

HOW TO RENEW 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"/>	<input type="text"/>	Month... <input type="text"/> Year... <input type="text"/>
CVV Code		
<input type="text"/>		

Pay Now - \$125.00

Cancel

12. 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.

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