

HOW TO APPLY FOR A PROFESSIONAL LICENSE

For Technical and Non-Technical Issues

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

HOW TO APPLY FOR A PROFESSIONAL LICENSE



ATLCORE
BUSINESS LICENSING & PERMITTING PORTAL

REVIEW
before you
RENEW

**2024 Annual
Business License
Season is Coming**

Click Here

Login or Register

1. 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 OR APPLY (NEW BUSINESS)** from the center of the home page or top navigation banner on the page.

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

DID YOU KNOW? 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.

new 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 APPLY FOR A PROFESSIONAL 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

cpa

All Trending My History LICENSES PERMITS

> Show Categories Show My Templates

CPA

Category Name: Individual License

Description: This license is issued to Professional Certified Public Accountants.

Apply

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

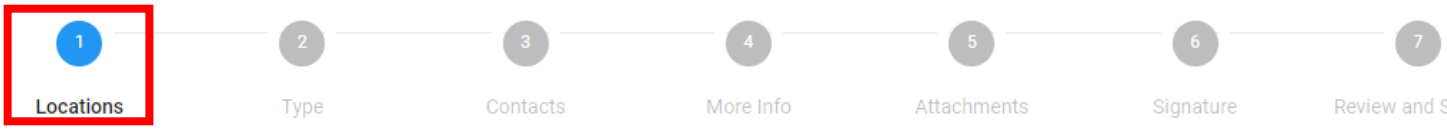
4. On the **Locations** section, under **Locations**, your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. A new window will open for you to enter your address details.

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.

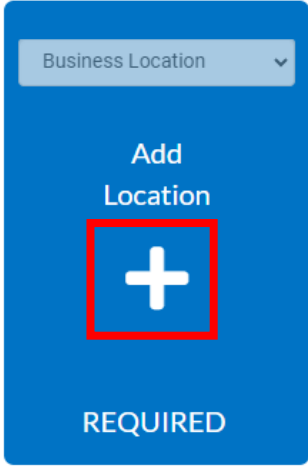
After saving your address details, click **Next**.

Apply for License - CPA *REQUIRED



LOCATIONS

Your business location and mailing address 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.



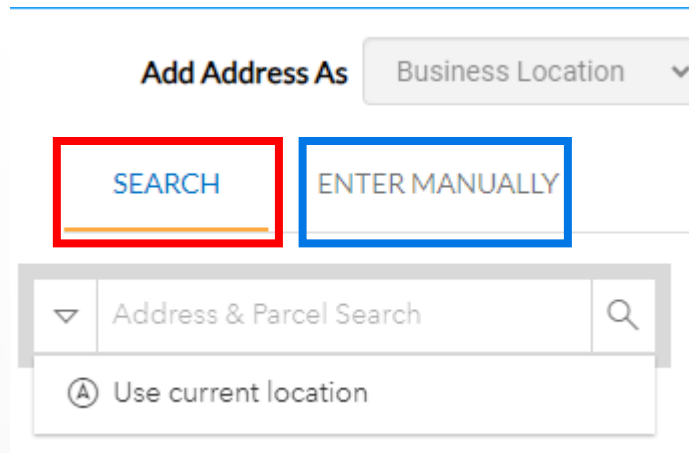
Create Template Save Draft **Next**

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

5. 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.



The screenshot shows a web interface for adding an address. At the top, there is a label 'Add Address As' followed by a dropdown menu currently showing 'Business Location'. Below this are two buttons: 'SEARCH' (highlighted with a red border) and 'ENTER MANUALLY' (highlighted with a blue border). Underneath the buttons is a search bar with the text 'Address & Parcel Search' and a search icon on the right. Below the search bar, a dropdown menu is open, showing a single option: 'Use current location' with a small 'A' icon to its left.

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 PROFESSIONAL LICENSE (cont'd)

6. On the **Type** section, under **License Details**, verify **License Type** for accuracy. If incorrect, cancel application and restart with correct professional type.

6b. **Description** should include the description of the license that corresponds with the license type.

***NOTE:** If the applicant's name does not display as the License Holder, **STOP!**

1. Log out.
2. Log in as an applicant.

(MUST BE REGISTERED)

If the applicant's name does match the License Holder field, select **Next** to continue.

Apply for License - CPA *REQUIRED

Progress: 1. Locations (checked), 2. Type (highlighted), 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, 7. Review and Submit

LICENSE DETAILS

Please complete your application in its entirety. Verify the License Holder displays the name of the applicant. If the applicant's name does not display as the License Holder, **STOP!**

1. Log out.
2. Log in as an applicant. **(MUST BE REGISTERED)**

If the applicant's name does match the License Holder field, select **Next** to continue.

* License Type: CPA

* Description: Certified Public Accountant

License Holder: Jane Charlie

Buttons: Back, Create Template, Save Draft, **Next**

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

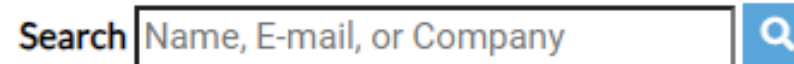
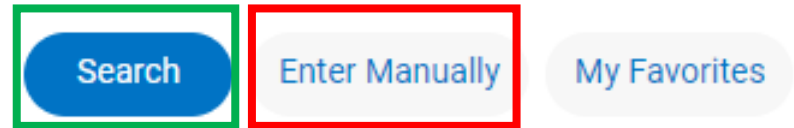
7. Add a Contact by Entering a Name, Email, or Company in the **Search Bar** or click **Enter Manually** to enter the contact details manually.

***Applicant contact record must include address.**
***A representative of the firm must create a registered email account to pay for all professionals in a firm. The firm representative must be added to each registered professional's account to see all invoices for every professional.**

[◀ Back to Application](#)

Add Contact

Add Contact As : Company



HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

8. On the **Contacts** section, under **Contacts**, to add the required contacts, click **+ Add Contact** on the Applicant and Company card.

Applicant is the professional that the owner of the license.

(REQUIRED)

Company is the Firm or Company that the professional works for. If there is no firm add applicant again. **(REQUIRED)**

Apply for License - CPA *REQUIRED

Locations Type **3** More Info Attachments Signature Review and Submit

CONTACTS

Please click **+ Add Contact** and provide at least 2 contacts.

Applicant Add Contact + REQUIRED	Company Add Contact + REQUIRED	Select Type Add Contact +
--	--	--

Back Create Template Save Draft **Next**

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

9. On the **More Info** section, under **More Info**, please complete your application in its entirety. Failure to complete all non-required fields may result in a delay in processing your application.

Click **Next**, to proceed

Apply for License - CPA

*REQUIRED



Locations



Type



Contacts



More Info



Attachments



Signature



Review and Submit

MORE INFO

Please complete your application in its entirety. Failure to complete all non-required fields may result in a delay in processing your application.

*Firm/Company Name

*Firm/Company Phone #

*Company Address

*Have you ever applied for Prof.
License with CoA?

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HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

10. 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 - CPA *REQUIRED

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

Attachments

FOR NEW PROFESSIONALS, THE FOLLOWING DOCUMENTS ARE REQUIRED. FAILING TO DO SO, MAY DELAY THE PROCESSING OF YOUR APPLICATION. To add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

- S.A.V.E Affidavit
- Government Issued ID
- State of GA State Board License

Select Type

Add Attachment

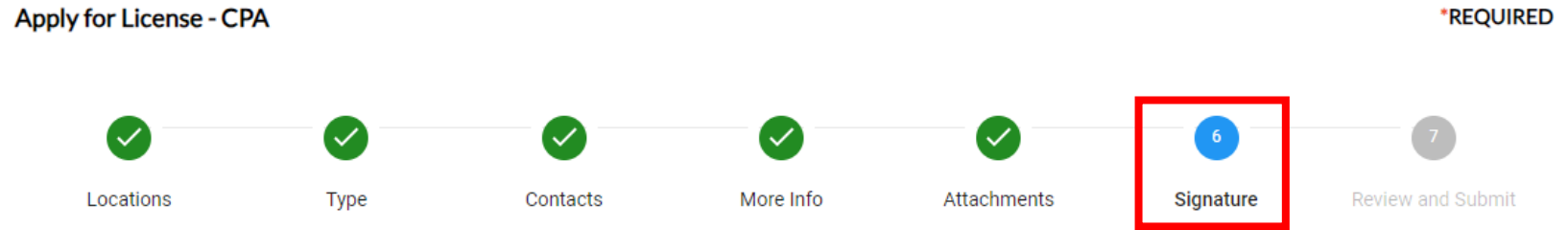
+

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

Back Create Template Save Draft **Next**

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

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



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

SIGNATURE

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

Jane Charlie

Enable Type Signature Jane Charlie

Jane Charlie
December, 17 2023

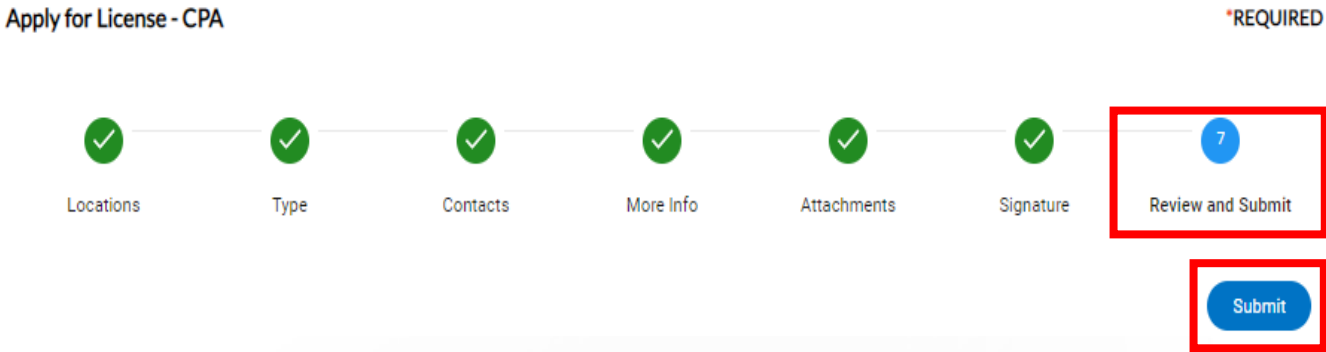
X *Jane Charlie*

Click **Next**, to proceed.

Back Create Template Save Draft **Next**

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

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



14. A confirmation message will appear with a link to your **Pending License**. Click **Continue to License** to proceed.

✔ 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](#)

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

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

License Number: PROF-013217-2023

Note message on pink banner.

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

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

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

License Details

License Holder:

License Type:

Applied Date:

District:

Account Number:

Period Start Date:

Issued By:

Status:

Submitted - Online

Expiration Date:

Description:

[Locations](#)

[Fees](#)

[Attachments](#)

[Contacts](#)

[More Info](#)

16. When the Billing team has completed processing your application, your invoice can be found under the Fees tab. Click **Add to Cart** to pay applicable invoice, if a payment is required

HOW TO APPLY FOR A PROFESSIONAL LICENSE (cont'd)

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

Shopping Cart

Total \$400.00

[Check Out](#)

Invoice: INV-00027321 Description: PROF-004001-2021
Due Date: 11/04/2021

Case Number	Project	Case Address	Amount Due
PROF-004001-2021		300 STOP ST Atlanta 30303-___	\$400.00

\$400.00
[Remove](#)

[Top | Main Menu](#)

Total \$400.00

[Check Out](#)

For Technical and Non-Technical Issues
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18. Enter your payment information to complete your transaction.

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



Atlanta, GA
Order Number: 21456
Tuesday, October 5, 2021

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00027321	PROF-004001-2021	1	\$400.00	\$400.00
			Item Total:	\$400.00
			Order Total:	\$400.00

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
<input type="text" value="Select one..."/>	<input type="text"/>	Month... Year...
CVV Code	<input type="text"/>	
Pay Now - \$400.00		
Cancel		