

HOW TO APPLY FOR A PERMIT

For Technical and Non-Technical Issues

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

HOW TO APPLY FOR A PERMIT

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.

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

Helpful Guides

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.

NEW IN 2024

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 PERMIT (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

Vehicle Immobilization - Company



All

Trending

My History

LICENSES

PERMITS

> Show Categories

Show My Templates

Vehicle Immobilization - Company

Category Name:

Business Regulatory Permit

Description:

This permit is issued to any business that engages in the activity of immobilizing or incapacitating any vehicle using a mechanism attached to the wheel of the vehicle that prohibits movement.

Apply

HOW TO APPLY FOR A PERMIT (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

The screenshot shows a blue rectangular button with the text "Create New Business During Application" and a white plus sign icon. A red box highlights the plus sign. Above the button is a dropdown menu labeled "Select Company Type" with a downward arrow. The dropdown menu is open, showing a list of options: "Select Company Type", "Corporation", "General Partnership", "Limited Liability Company", "Limited Liability Partnership", "Non-Profit", and "Sole Proprietorship". The "Select Company Type" option is highlighted in blue. A red box also highlights the "Select Company Type" dropdown menu.

HOW TO APPLY FOR A PERMIT (cont'd)

5. On the **Locations** section, under **Locations**, your residential address and business address are required for this application to be submitted. The initial location defaults to the business address.

- Click the **+ Add location**, select an address from the GIS database or manually enter mailing addresses located outside of the Atlanta area.

- In the drop-down select Home Address as location type and repeat the step above.

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

Apply for License - Vehicle Immobilization - Company *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Your residential address and business address are required for this application to be submitted. The initial location defaults to the business address.

- Click the **+ Add location**, select an address from the GIS database or manually enter mailing addresses located outside of the Atlanta area.
- In the drop-down select Home Address as location type and repeat the step above.

Business Location

Add Location

REQUIRED

Select Company Type

- Select Company Type
- Corporation
- General Partnership
- Limited Liability Company
- Limited Liability Partnership
- Non-Profit
- Sole Proprietorship

Add Location

Add Address As

Address Information

Search

HOW TO APPLY FOR A PERMIT (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 Business Location ▾



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 PERMIT (cont'd)

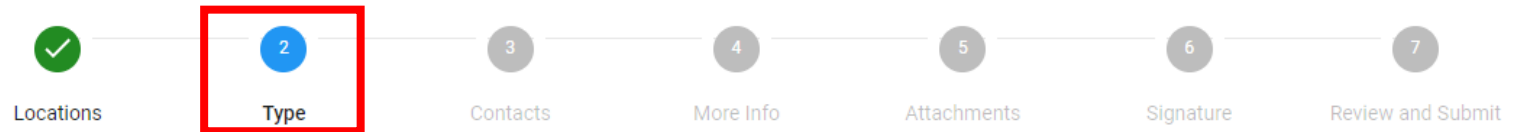
7. On the **Type** section, under **Business Details**, please complete your application in its entirety.

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 - Vehicle Immobilization - Company

*REQUIRED



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.**

Please provide a description of the license in which you are applying.

* Company Type

* Company Name

Business Description

HOW TO APPLY FOR A PERMIT (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.

Back

Create Template

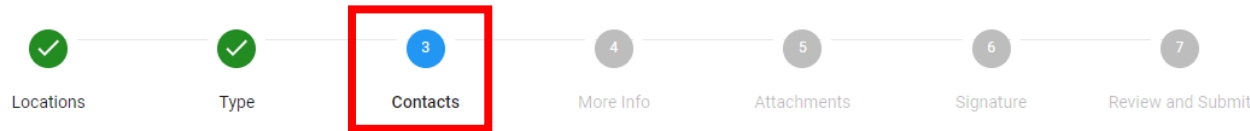
Save Draft

Next

HOW TO APPLY FOR A PERMIT (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.

Apply for License - Vehicle Immobilization - Company *REQUIRED



CONTACTS

Please complete the contact details in its entirety. For more than one contact, please select the contact type, click **+ Add Contact**, search the database for stored contacts or manually enter the contact information.

The screenshot shows three blue 'Add Contact' cards. The first is for 'Agent', the second for 'Business Owner', and the third is a dropdown menu. The 'Business Owner' card has a red box around its plus sign. The dropdown menu is open, showing a list of contact types, with 'Business Owner' highlighted in blue and a red box around it. At the bottom right, there is a 'Next' button highlighted with a red box. Other buttons include 'Back', 'Create Template', and 'Save Draft'.

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 with white text), 'Enter Manually' (white with blue text, highlighted with a red box), and 'My Favorites' (grey with blue text).

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 PERMIT (cont'd)

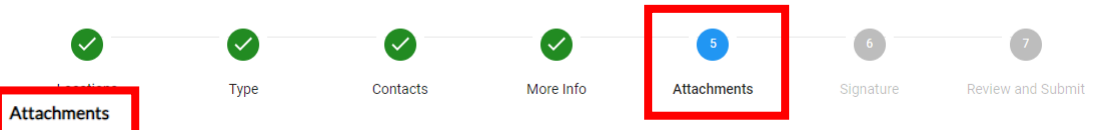
12. On the **Attachments** section, under **Attachments**, to add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

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 - Vehicle Immobilization - Company *REQUIRED



Attachments Type Contacts More Info Attachments Signature Review and Submit

Required Documents: Failure to submit all required documents may result in a processing delay. To add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

- **Consent Form**
- **S.A.V.E Affidavit - THE FORM MUST BE NOTARIZED.**
- **Private Employer Affidavit - THE FORM MUST BE NOTARIZED.**
- **Personal History Form**
- **Lease or Valid Document**
- **Corporate Papers**
- **Financial Investments**
- **Valid Government Issued ID**
- **Signed Vehicle Immobilization Contracts**
- **Liability Insurance Coverage for the Company**
- **Letters of Reference (3)** - May be furnished by any (3) persons who have known the applicant for at least three years. The person providing the reference must include their name, address, phone number, and signature.
- **Copy of Business License-** For businesses located outside the City of Atlanta limits.

Company Insurance Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf... REQUIRED	Consent Form Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf... REQUIRED	Contract(s) Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf... REQUIRED	Government Issued ID Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf... REQUIRED
Private Employer Affidavit Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf... REQUIRED	SAVE Affidavit Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf... REQUIRED	Upload Photo 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 Create Template Save Draft **Next**

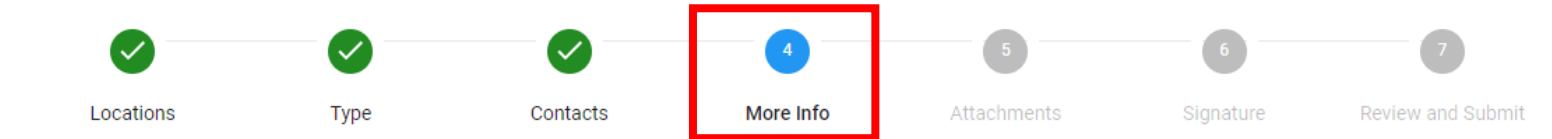
HOW TO APPLY FOR A PERMIT (cont'd)

13. On the **More Info** section, under **More Info**, please accurately answer all questions in detail. Failure to complete the required and/or non-required fields may result in a processing delay.

Click **Next**, to proceed.

Apply for License - Vehicle Immobilization - Company

*REQUIRED



MORE INFO

Please accurately answer all questions in detail. Failure to complete the required and/or non- required fields may result in a processing delay.

Applicant Information

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

*Legal Business Name

*Operating/Trade Name of Business

Describe the nature and character of business

HOW TO APPLY FOR A PERMIT (cont'd)

Apply for License - Vehicle Immobilization - Company

*REQUIRED

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.

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

SIGNATURE

I, being duly sworn according to law, do swear/affirm that the facts and details stated by me in the foregoing answers to questions are true, and complete, and no false or fraudulent statements are made herein - that such answers were made in order to procure granting of such license.

If this is a renewal, this is to certify that no changes have taken place with respect to the operation of the above named business affecting the ownership as stated in the original application. I am also certifying and affirming that the answers to all questions on my original application at the stated business is correct and remains unchanged, applicable to the city and state laws governing the above address.

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

Enable Type Signature

Joe Echo
December, 18 2023

X *Joe Echo*

Back Create Template Save Draft **Next**

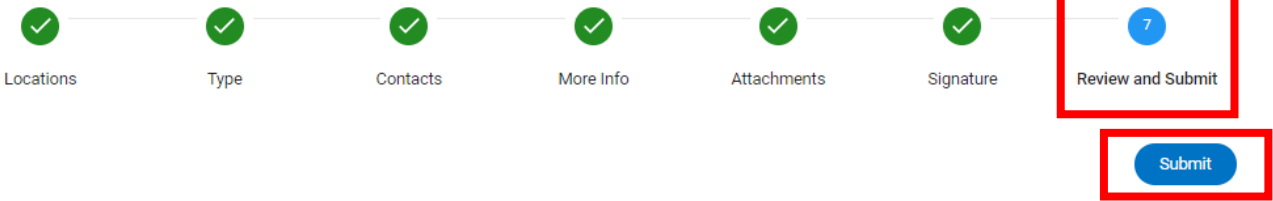
HOW TO APPLY FOR A PERMIT (cont'd)

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 - Vehicle Immobilization - Company

*REQUIRED



✔ Your application was successfully submitted!

Thank you! You have successfully submitted your application for review. Please note that required fees must be paid before the processing and/or issuance of a license. All application fees are non-refundable. Please allow 3-5 days to be contacted by the License and Permits Unit Staff for initial review of your application. No further changes can be made upon submission. If you have any questions or concerns, please contact 404-546-4470 for assistance.

[Continue to license](#)

Locations

Business Location	1234 Stop , , ,
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Basic Info

Company Name	Echo Booters, LLC
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HOW TO APPLY FOR A PERMIT (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: VIM-1223-23519

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

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

License Details

License Type:	Vehicle Immobilization - Company	District:	Applied Date:
Account Number:		Issued By:	Period Start Date:
Status:			Expiration Date:
Description:			

Business

Locations

Attachments

Contacts

Classifications

More Info

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

Business

Company Name:	DBA:	Open Date:
Company Type:	Status: Submitted	Closed Date:

HOW TO APPLY FOR A PERMIT (cont'd)

My Work

MY INVOICES MY LICENSES

Search... [Export to Excel](#)

Add To Cart Display Unpaid for All Invoices

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/>	INV-00138043	\$600.00	12/18/2023	Due	VIM-1223-23519	1234 Stop

[Back](#)

Shopping Cart

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**.

Total \$600.00 [Check Out](#)

Invoice: INV-00138043 Description: VIM-1223-23519
Due Date: 12/18/2023

Case Number	Project	Case Address	Amount Due
VIM-1223-23519		1234 Stop	\$600.00

\$600.00 [Remove](#)

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

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

Total \$600.00 [Check Out](#)

HOW TO APPLY FOR A PERMIT (cont'd)



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

Invoice #	Item Description	Quantity	Unit Price	Total Price
			\$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

Card Type Card Number Expiration Date Month... Year...

CVV Code

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.

