



City Hall (770) 921-2210 • Fax (770) 921-8942
 Police Department (770) 921-2211 • Fax (770) 923-6871
 Court Services (770) 921-2505 • Fax (770) 921-7723
 Planning (770) 279-3710 • Fax (770) 921-9822

Contact Information - New Commercial Businesses for Occupation Tax Certificate

CITY CONTACTS	
Application Process/ Final Review BRING: Lease agreement, CO from Fire Marshal and ALL applicable state license or Inspection Reports 4	Licensing and Revenue Manager– Financing Kaleigh Frederick: 770-279-3708 OR kfrederick@cityoflilburn.com
Verify Zoning/Building Permits/Sign Applications Call to verify zoning is appropriate. Some renovations will need permits 1	City Planner – Planning & Economic Development Joellen Wilson: 770-638-2197 OR jwilson@cityoflilburn.com
Compliance Inspections/Certificates of Occupancy or Completion AFTER Gwinnett County CO has been issued contact Wayne 3	Building Inspector – Planning & Economic Development Wayne Dubose 770-638-2229 OR wdubose@cityoflilburn.com
Economic Development/Development Proposals/Rezoning	Director – Planning & Economic Development Doug Stacks: 770-921-2784 OR dstacks@cityoflilburn.com
GWINNETT COUNTY	
Fire Marshal/Certificate of Occupancy FIRST contact "Fire Plan Review" once completed contact the fire marshal and "Request Inspection". Bring CO to the building inspector. 2	Gwinnett County Fire Marshal-www.gwinnettcounty.com Fire Plan Review: 678-518-6000 Request Inspection: 678-518-6277 One Justice Square, 446 West Crogan Street, Ste 150 L'ville, GA 30045
Trade Name Registration	Gwinnett County Superior Court-www.gwinnettcourts.com Registration: 770-822-8100 75 Langley Drive, Lawrenceville, GA 30045
STATE OF GEORGIA	
Corporate, Limited Liability Company & Limited Partnership	Georgia Secretary of State-www.sos.georgia.gov Registration: 404-656-2817 2 Martin Luther King, Jr. Drive SE Suite 315, Floyd West Tower, Atlanta, GA 30334
Environmental Health-Food Service Establishment Inspection (Restaurant/Food - Grease Trap, Septic/Sewer)	Environmental Health Services-East Metro District-www.gnrhealth.com Inspection Request: 770-963-5132 State of Georgia Division of Public Health 455 Grayson Highway Lawrenceville, GA 30046
Food Sales-License	Georgia Department of Agriculture-www.nasda.org General Information: 404-656-3600 204 Agricultural Building, 19 Martin Luther King, Jr. Drive SW Atlanta, GA 30334
State Taxpayer Identification (STIN) /State Withholding/Sales Tax Exemptions	Georgia Department of Revenue-www.etax.dor.ga.gov Registration: 404-417-6605 1800 Century Boulevard NE Atlanta, GA 30345
FEDERAL GOVERNMENT	
Employer Identification Number (EIN)	Internal Revenue Service-www.irs.gov Registration: 404-338-7962 Koger Center, 2888 Woodcock Boulevard Atlanta, GA 30341
North American Industry Classification System/NAICS Code	U.S. Census Bureau-www.census.gov General Information: 404-730-3832 Atlanta Regional Office 101 Marietta Street, NW, Suite 3200 Atlanta, GA 30303