



Contact Information - New Commercial Businesses for Occupational Tax Certificate

CITY CONTACTS	
Economic Development/Development Proposals/ Rezoning	Director – Planning & Economic Development Joellen Wilson: 770-638-2197 jwilson@cityoflilburn.com
<ul style="list-style-type: none"> • Verify Zoning/Building Permits/Sign Applications Call to verify if zoning is appropriate and if SUP is required. Renovations and construction may require permits. • Compliance Inspections/Certificates of Occupancy In addition to Gwinnett County Fire Marshal inspection • Occupational Tax Application Process/Final Review BRING: Lease agreement, CO from Fire Marshal and ALL applicable state licenses or Inspection Reports, etc. 	Business Services Department (770) 921-2210 Rebecca Baumann: rbaumann@cityoflilburn.com (770) 279-3708 Malik Frederick: mfrederick@cityoflilburn.com (770) 638-2222 Leighanne Lloyd: llloyd@cityoflilburn.com (770) 279-3710
GWINNETT COUNTY	
Gwinnett County Fire Marshal	Gwinnett County Fire Marshal - www.gwinnettcountry.com eddspemits.gwinnettcountry.com/citizenaccess/welcome.aspx
Trade Name Registration	Gwinnett County Superior Court - www.gwinnettcourts.com Registration: 770-822-8100 75 Langley Drive, L'ville, GA 30046
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- Inspection Request: 770-963-5132 www.gnrhealth.com State of Georgia Division of Public Health 455 Grayson Highway L'ville, GA 30046
Food Sales Division (Pre-Packaged Foods, Pet Store, Live Plants, Cottage Kitchen)	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
GA Safety Fire Commissioners (Must Inspect any Flammable Liquid Over 660 Gallons)	Office of Commissioner of Insurance https://oci.georgia.gov/inspections-permits-plans/hazardous-materials Jason Pritchett: (404) 357-4340
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, Suite 3200 Atlanta, GA 30303