



Small town. Big difference.

NEW BUSINESS LICENSE CHECKLIST

- NEW BUSINESS APPLICATION, FILLED OUT IN ITS ENTIRETY
- COPY OF LEASE/ CONTRACT *
- COPY OF SECURE AND VERIFIABLE DOCUMENTS, AS LISTED IN APPLICATION
- FIRE MARSHAL CERTIFICATE FROM GWINNETT COUNTY*
- CERTIFICATE OF OCCUPANCY FROM CITY OF LILBURN BUILDING INSPECTOR*
- SECRETARY OF STATE PAPERWORK (unless sole proprietorship)
- ANY STATE OR COUNTY LICENSE REQUIRED FOR YOUR BUSINESS
- TRADE NAME REGISTRATION, IF APPLICABLE
- _____
- _____
- _____
- _____
- _____
- _____

***NOT REQUIRED FOR HOME OCCUPATION**

HOME OCCUPATION APPLICATIONS MUST INCLUDE A CURRENT UTILITY BILL WITH OWNERS NAME AND THE HOME OCCUPATION ADDRESS. THESE APPLICATIONS ALSO REQUIRE REVIEW BY THE DIRECTOR OF PLANNING. PLEASE DRAFT A LETTER STATING WHAT TYPE OF BUSINESS WILL BE OPERATED AT THE LOCATION, MAKE AND MODEL OF VEHICLES USED FOR THE OCCUPATION, ANY STORAGE, SHIPMENTS, OR TRAFFIC THAT MAY BE A RESULT OF THE HOME OCCUPATION.

This is not an exhaustive list, but a guideline. Please contact Business Services with any questions regarding the application process.

Lilburn City Hall Business Services (770)921-2210

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