

Check List for New Businesses in Ellijay

- 1. Consult with the Ellijay Code Enforcement Officer to make sure the type of business you plan to open is allowed in your zoning district
- 2. Complete City of Ellijay Business License application
- 3. Provide a copy of your driver's license
- 4. If you are a retail business, provide a copy of your Sales and Use Tax Certificate
- 5. Provide a copy of any state and federal licenses required for your type of business (for example, cosmetology, restaurant, used car sales, etc.)
- 6. Complete a sign permit application to be approved by the code enforcement officer prior to installing any signage (this includes any lettering on the windows and doors) being placed at the business location.
- 7. Review requirements and complete a Certificate of Appropriateness application if the business address is within the Historic Preservation District
- 8. Review instructions and complete federal work authorization Affidavit Verifying Status and the Private Employer Affidavit required by Georgia law (O.C.G.A. 36-60-6(d))
- 9. Return to City Clerk at City Hall

General Business License Fees

Occupational Tax based on number of employees:

0-10	\$75.00
11-50	\$100.00
51-75	\$125.00
76-150	\$175.00
Over 150	\$225.00

Replacement of Lost Packets: \$10.00

All business licenses expire on December 31st

Late renewal penalty \$25.00

Moving your business, changing location, or changing business name requires written notice on a replacement application form Change fee \$15.00

If you close your business the City must be notified in writing.

Additional license applications are required for the sale of beer, wine and alcohol. See the City Clerk or call 706.635.4711 ext. 3

Forms available online at <http://www.ellijay-ga.gov/working-with-the-city-of-ellijay/>

Suggestions for New Businesses in Ellijay

Read the part of the City of Ellijay city code that may affect your business: (alcoholic beverages, parking, building regulations, civic emergencies, health and sanitation, solid waste, traffic and vehicles. Available online at <http://library.municode.com/index.aspx?clientId=14984>

Contact the Chamber of Commerce (706.635.7400 info@gilmerchamber.org) to learn about business plan and financing help and to find out how community involvement can help your business.