Johns Creek

NEW BUSINESS CHECKLIST

- ☑ **Copy of GA Secretary of State Articles of Incorporation (If applicable)**
- ☑ **Copy of Commercial Lease** ***(Call 678.512.3278 for Zoning Approval of Use)***
- ☑ **SAVE Affidavit Verifying Lawful Presence (Notarized)***
- ☑ **Private Employer Affidavit (Notarized)***
  Provide (6) six digit E-Verify Number for 10 or more Employees
- ☑ **Permanent Resident "Green" Card – (Non U.S. Citizens Only)**
  Please Copy Both Sides of Card!
- ☑ **Copy of Valid Driver's License**
- ☑ **List of Officers/Members/Partners**
- ☑ **Federal Identification Number OR Social Security Number**
- ☑ **Georgia Sales Tax Identification Number**
- ☑ **Copy of Professional State License(s) (If applicable)**
- ☑ **Health Report from Fulton County Health Department**
  (Full Service and Limited Restaurants Only)

* Free Notary Services Provided at City Hall

Home Occupation Applicants Driver's License must reflect City of Johns Creek Address

Allow 7-10 Business Days For Zoning Approval And New Commercial Businesses

IMPORTANT NOTICE!!

Before signing your lease, call the Fire Marshall's Office if starting the listed types of businesses:

- **Physician's or Dentist Office**
- **School or Daycare Services**
- **Restaurants**
- **Churches**
- **Massage/Day Spa Services**

Fire Marshall
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