



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 Marshal
Jeffrey Williamson
11360 Lakefield Drive
Phone: (678) 512-3363