

New Application

Purpose: Use this procedure to submit applications for new Gwinnett County business license.

Procedure:

Visit our webpage: www.gwinnettlicrev.com

Click on New Business Application from our Licensing and Revenue page.

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Gwinnett

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Departments > Planning and Development > Licensing and Revenue Print

Licensing and Revenue

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- New Business Application**

Gwinnett County Licensing & Revenue Office

The office issues business/occupation tax certificates (business license) for businesses located in unincorporated Gwinnett County. If you plan to locate a business inside the city limits of a Gwinnett County municipality, you should contact the appropriate city government.

Please note: Applications may be submitted by email to NewBusinessLicense@gwinnettcounty.com.

COMING SOON: Beginning December 19, 2020 new business license applications should be submitted through our online application portal which can be accessed by selecting "New Business Applications" on the left side of the screen.

For convenience, occupation tax certificate renewal and payment of business, alcohol, excise, and establishment fees may be submitted [online](#).

Visit the [Economic Development COVID-19 Business Resources](#) page to learn more about local, state, and federal programs to support Gwinnett County businesses.

Forms

- [Alcoholic Beverage License Application \(PDF\)](#)
- [Annual Alcohol Excise Tax Certification Report \(PDF\)](#)
- [Business License Account Closure Form \(PDF\)](#)
- [Business License Change of Address Form \(PDF\)](#)

1. Click "Start New Application" to begin the process of starting a new application.

New Business Application

Use this portal to submit a new business license application.

Select here to submit new application

[Start New Application](#)

Select here to access previously saved incomplete application

[Submit Saved Application](#)

[Click here](#) for more information about the documents that may be required for submitting a new business application.

Start New Business Application

Enter identifying information for business.

Doing Business As Name

LR TRAINING DOC ?

Tax ID or last 4 digits of SSN

9999 ?

[Continue](#) [Cancel](#)

2a. Provide business name you wish to have appear on your business license.

2b. Provide business EIN number or the last 4 of business owner's Social Security Number.

3. Provide business start date and business address, business phone number and email address.

* Business start date cannot be a future date, it must be current date or up to three years back.

Departments > Planning and Development > Licensing and Revenue > New Business Application

 Print

New Business Application - Business Information



Enter local business information.

Doing Business As Name:
LR TRAINING DOC

Business Start Date at this Location

12/01/2020

?

Local Business Address

Street # *

75

Street Name *

langley dr

Suite / Apt. / Other

City *

lawrenceville

State *

GEORGIA

Zip *

30046

Local Business Phone Number *

(555) 555-5555

Email Address *

lrtrain@email.com

Care of Name

Mailing Address is same as Location Address

Yes

4. If the mailing address is not the same as the business location, please provide mailing address.

Mailing Address is same as Location Address

No

Mailing Address is:

- Street Address
 PO Box

Street # *

684

Street Name *

winder hwy

Suite

City *

lawrencevill

State *

GEORGIA

Zip *

30045

Select Address



Please click on the button below to use formatted address.

Formatted Address:
684 WINDER HWY
LAWRENCEVILLE GA 30045-5012

Use this address

5. Please provide the ownership of the business.

6. Identify your business location as home based or commercial.

7. **For all Disabled Veterans and Non-Profit businesses, be sure to state which type of business you are under "Special Type".

Business Ownership Type *

Corporation

Incorporated State *

Georgia

Incorporated Date *

12/08/2015

Citizenship Status *

Citizens of USA

Is this business self-owned ?

No ?

Is this business home based ?

No

Special Type

Disabled Veteran
Non-Profit

8. Use the link provided to obtain your NAICS code. This will describe your business activity. If multiple activates only the majority activity should be selected.

NAICS Code

[?](#)

This field is required.

Select NAICS and SIC Codes ✕

Enter NAICS Code *

[Click here for NAICS codes](#)

NAICS Code	NAICS Description
<input type="text" value="111339"/>	<input type="text" value="OTHER NONCITRUS FRUIT FARMING"/>

SIC Code (Choose one from list below):

9. For all professions/occupations that require a state license to operate, you MUST provide your state license number and expiration date.

Georgia Professional License Number

Georgia Professional License Expiration Date

Alcohol License ? No [?](#)

[Cancel](#)

10. Any Convenience Store or Full-Service Restaurant wishing to obtain their alcohol license will begin the process online as well when applying for their business license.

Alcohol License ?

 Yes ?

Alcohol License Open Date

 ?

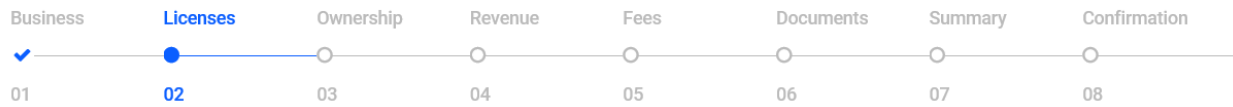
Continue

Save and Exit

Back

Cancel

New Business Application - License Information



Doing Business As Name:
LR TRAINING DOC

Alcohol License

Tax Year:
2020

Alcohol License Type *

Retail Package

Alcohol License Items (Select all that apply):

Beer - \$300.00

Beer (Sunday) - \$125.00

Wine - \$300.00

Wine (Sunday) - \$125.00

Continue

Save and Exit

Back

Cancel

New Business Application - Business Ownership



Enter business ownership information.

Doing Business As Name:
LR TRAINING DOC

Business Ownership

Name	Address	Phone / Email	Business Owner	Registered Agent	Alcohol Licensee	Actions
------	---------	---------------	----------------	------------------	------------------	---------

Add Business Owner

Continue

Save and Exit

Back

Cancel

Add Business Owner

Owner Type ? Person Organization

First Name * business Last Name * owner

Street # * 75 Street Name * langley dr Suite

City * lawrenceville State GEORGIA Zip * 30046

Contact Phone Number * (000) 000-0000 Contact Email Address *

Business Owner ? No Registered Agent ? No Alcohol Licensee ? No

11. a. If the owner of the business does not match the doing business as name, business owner information must be provided.

b. All commercial based businesses need to provide a local Georgia resident for business emergencies.

c. Only approved businesses seeking an alcohol license, must provide their legal entity information for Alcohol License Owner.

Add Business Owner



First Name *		Last Name *	
business		owner	
Street # *	Street Name *	Suite	
75	LANGLEY DR		
City *	State	Zip *	
LAWRENCEVILLE	GEORGIA	30046-6935	
Contact Phone Number *		Contact Email Address *	
(555) 555-5555		owner@email.com	

Business Owner ? <input checked="" type="checkbox"/> Yes	Registered Agent ? <input checked="" type="checkbox"/> Yes	Alcohol Licensee ? <input type="checkbox"/> No
---	---	---

For Corporation and LLC, Alcohol Licensee has to be an Organization.

Close

Save

Add Business Owner



BP Information is updated successfully.

Close

Enter business ownership information.

Doing Business As Name:
LR TRAINING DOC

Business Ownership

Name	Address	Phone / Email	Business Owner	Registered Agent	Alcohol Licensee	Actions
business owner	75 LANGLEY DR LAWRENCEVILLE, GA 30046-6935	(555) 555-5555 owner@email.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

[Cancel](#)

Doing Business As Name:
LR TRAINING DOC

Revenue Information

Year	Number of Employees	Estimated Revenue
2020	<input type="text" value="15"/>	<input type="text" value="100,000.00"/>

[Cancel](#)

Error: E-Verify Number and Date are required.

12. Please provide number of employees' company wide, regardless of city, state, or country. Provide projected Georgia gross revenue for the calendar year. Any employer having more than 10 employees, must obtain their E-verify number and provide the number and date issued on application.

Doing Business As Name:
LR TRAINING DOC

Revenue Information

Year	Number of Employees	Estimated Revenue
2020	15	100,000.00

E-Verify Number *

854522

E-Verify Date *

12/01/2020

Continue

Save and Exit

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Cancel

New Business Application - Fees

Business	Licenses	Ownership	Revenue	Fees	Documents	Summary	Confirmation
01	02	03	04	05	06	07	08

Doing Business As Name:
LR TRAINING DOC

Occupation Tax / Fees Information

Year	# of Emp.	Estimated Revenue	Tax/Prof. Fees	Admin Fee	Late Filing Fee	Late Payment Fee	Interest	Invoice Amount
2020	15	\$100,000.00	\$104.00	\$80.00	\$0.00	\$0.00	\$0.00	\$184.00

Tax Rate:
\$0.00104

Total Occupation Tax Due:
\$184.00

13. Once Georgia revenue is projected for the calendar year of business; an estimate of what is owed is displayed, when the application is submitted, processed and approved an invoice will be generated.

Alcohol License Fees Information

Year	Fee Type	Lic. Fee
2020	Beer	\$300.00
2020	Beer (Sunday)	\$125.00

Total Alcohol Fees:
\$425.00

Admin Fees:
\$500.00

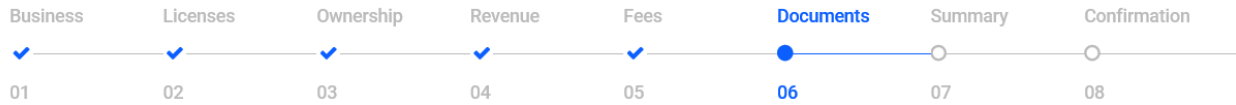
Total Alcohol License Invoice:
\$925.00

Total Due to County

Total:
\$1,109.00

[Continue](#) [Save and Exit](#) [Back](#) [Cancel](#)

New Business Application - Documents



Upload documents in PDF format only.

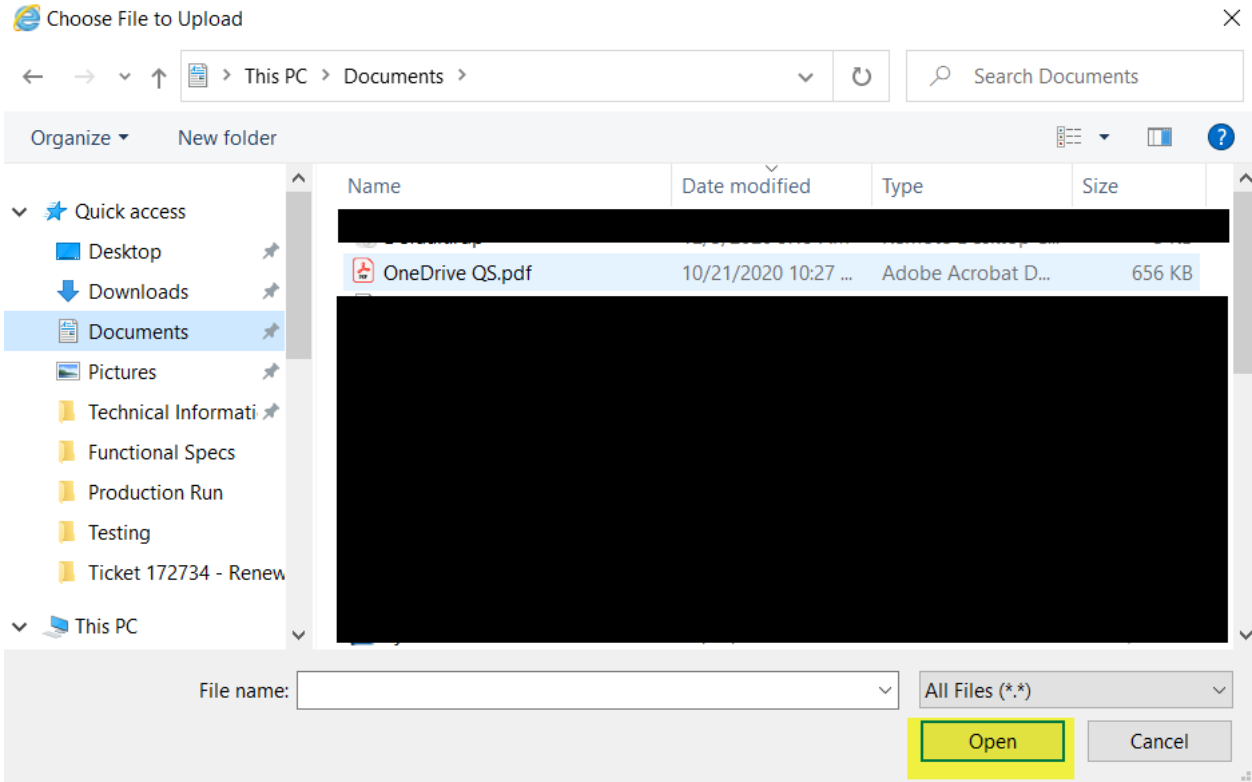
Doing Business As Name:
LR TRAINING DOC

Required Documents

[Click here](#) for information about the documents on this page.

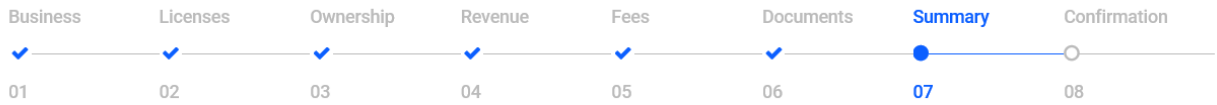
Document	Status	Actions
Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d) E-Verify Affidavit	REQUIRED	Upload
O.C.G.A § 50-36-1(e)(2) Affidavit Affidavit certifying legal presence in the United States	REQUIRED	Upload
GA Secretary of State Certificate of Organization & Articles State Certificate for LLC, Corporations and Limited Partnership	REQUIRED	Upload
Gwinnett County Certificate of Occupancy Issued by GC Building Plan Review and Fire Marshall	OPTIONAL	Upload

14. In order for the application to be processed and approved, all required documents must be complete and uploaded in PDF format. Incomplete applications will only be available for 15 days.



15. Please review your submitted information before submitting your application.

New Business Application - Summary



Please review the information and click Submit Application.

Application Number:
553205

Doing Business As Name:
LR TRAINING DOC

Business Start Date at this Location:
12/01/2020

- Business** >
- Licenses** >
- Ownership** >
- Revenue** >
- Fees** >
- Documents** >

[Submit Application](#) [Save and Exit](#) [Back](#) [Cancel](#)

Licenses

Alcohol License

Tax Year:
2020

Alcohol License Type
Retail Package

Alcohol License Items:
Beer - \$300.00
Beer (Sunday) - \$125.00

[Make Changes](#)

[Submit Application](#) [Save and Exit](#) [Back](#) [Cancel](#)

New Business Application - Confirmation

Business	Licenses	Ownership	Revenue	Fees	Documents	Summary	Confirmation
✓	✓	✓	✓	✓	✓	✓	✓
01	02	03	04	05	06	07	08

Your New Business Application was submitted successfully. An email confirmation will be sent to lrtrain@email.com.

[Print](#) this page for reference.

Application Number:

553205

Doing Business As Name:

LR TRAINING DOC

[Return to homepage](#)

16. Once application is submitted to our office; you will receive an email confirmation. Please allow up to 3 business days for correspondence or approval. Please check your provided email address for responses from our office.