Step by Step Process

OPENING A BUSINESS IN THE CITY OF FLOW CHART

Planning and Development: 912-764-0630

Tax Department: 912-764-0625 Fire Department: 912-764-3473



STATESBORO



Begin

Once zoning has been verified and is appropriate for the intended use, the applicant can submit their application to the Tax Department.

For information on health department requirements, business formation, tax and accounting information,

applicants will need to contact the corresponding

State, IRS, etc.).

agencies (i.e. Health Department, Ga Secretary of

Tax Department

Applicant submits Occupation Tax Certificate Application (OTC) to the Tax Department to begin the process for a "business license". Each business requires a separate application and/or additional permitting/license based on the business type.

Inter-Departmental Review:

Applicant information is forwarded to affected city departments such as fire and planning for inspection, permitting, etc.

Certain business license requirements and/or permitting will depend on the type of industry chosen, business activities, and physical location of the business. The requirements for each business is different and there are multiple factors that can play a role in what may be needed.

The inter-departmental review can vary.

Planning and Development Department

Staff will review the type of business to ensure it is in compliance with city zoning ordinances. If applicable, applicant will have to call to schedule a building inspection.

> If applicable, applicants will need to obtain building permits for any renovations required to operate the business at the location specified.

If applicable, when all permitting requirements have been met and the Certificate of Occupancy issued, the applicant can request closure of their building permit.

Fire Development Applicant will need to

contact the Fire Department to determine if a fire inspection is required.

Tax Department

The OTC will be issued when all permitting requirements have been

*Each business application is unique and may not follow the exact process shown. Changes in the business type or use will require a new application and/or completion of the steps above. Applicants will need to speak with staff to determine necessary steps.