



**CITY OF CANTON
BUSINESS LICENSE APPLICATION GUIDELINES**

City of Canton
Community Development Department
110 Academy Street
Canton, Georgia 30114
770-704-0100
www.cantonga.gov

Attached is the City of Canton Business License/Occupational Tax License application package. Please follow the directions and guidelines as specified below to ensure that your application is processed correctly. A Business License/Occupational Tax License must be purchased before operating a business in the City of Canton.

ALL new businesses must obtain their License within 30 days of the commencement of business

1. Complete the application. Fill in all blanks; use N/A if the question does not apply to your business. The application must be completed in detail, signed and dated.
2. Attach all items listed below which may apply to your application:
 - A. Provide proof that your business name is either registered with the Secretary of State or with Cherokee County as a Trade Name
 - B. Copy of state and/or federal license (if applicable)(required for professional licenses)
 - C. Completed Home Occupation Application Permit (if Home Occupation)
 - D. Proof of Certificate of Occupancy (Applies to new and existing buildings with occupational use changes; Food Establishments; Alcohol Establishments; and square footage changes.)
 - E. Food Service Permits.
 - F. Completed and Notarized Private employer Affidavit
 - G. Completed and Notarized Status of Citizenship Compliance Affidavit with a copy of the applicants photo identification.
3. Acceptable forms of payment are cash, check, Visa, MasterCard, and Discover. Make checks payable to the City of Canton.
4. Your business may need additional approvals, inspections and/or a Certificate of Occupancy if it is a new business location, a change of business use or if renovations have been made at the new business location. These approvals must be completed before your business license can be issued.
5. Approval signatures may include the Planning & Zoning Department, Building & Safety Services Department and/or Engineering Department.

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The City of Canton Community Development Department office is located at City Hall, 110 Academy Street, Canton, GA 30114. Steve Green will provide assistance for Planning and Zoning approval. The contact number for Planning and Zoning is 770-704-1530. The Planning and Zoning staff will direct you to all other agencies for their approval.

Building & Safety Services is also located at Canton City Hall, 110 Academy Street. You may reach them at 770-704-0100.

Food Service Permits can be obtained by contacting:

Cherokee County Environmental Health	770-479-0444
Georgia Department of Agriculture	770-535-5955 (Local Office) 404-656-3600 (Atlanta Office)

Business License/Occupational Tax License is valid from April 1st to March 31st of each year. Renewal notices are emailed to the email address on record the first week of January. Renewals not received by 5:00 p.m. on March 31st are subject to penalties and interest of ten percent . Postmarks are not accepted for compliance with March 31st deadline date.