



**Douglas County  
Occupational Tax Department  
8700 Hospital Dr.  
1<sup>st</sup> Floor  
Development Services  
Douglasville, GA 30134  
770.920.7348 or 770.920.7351**

## **General Requirements - In-Home Business License**

1. **Prior approval** from the Planning and Zoning Department, Fire Marshall and Environmental Health (if applicable) are required before issuance of a business license. First please complete the “**Business Location Profile**” form and submit it to the Occupational Tax Department. You may submit the “**Business Location Profile**” by e-mail @ [BusinessLicense@co.douglas.ga.us](mailto:BusinessLicense@co.douglas.ga.us) or fax to 770.920.7482 or in person. Please make sure your phone number and contact name are on the form.
2. **Approval** takes 3 to 10 business days. Once approved, you will be notified by phone or email from the Occupational Tax Department. Additional forms of the application need to be completed and submitted along with the following documents to the Occupational Tax Department:

Utility bill (Gas, Electric, Phone) with your name and address

Driver’s License with correct address

Articles of Incorporation papers for a Corporation or LLC (obtained from the GA Secretary of State

<http://sos.ga.gov/index.php/corporations>) **OR**

\*Trade Name Registration

*If Required* - State Cards

*If Required* - Health Permits

### **\*Registering a Trade Name/Fictitious Name/DBA**

It is a State Law for any business that is not operating under their own name but rather a fictitious/trade name and is not registered with the state, to register with the county where it will transact a majority of its business. This allows creditors and others the opportunity to learn the identity of the actual owner, since it will be the owner who is personally liable for the debts and obligations of the business. A Trade Name "DBA" can be obtained at the County Clerk of Superior Courts on the 2nd Floor in the Courthouse. Please go to the website for the "Clerk of Superior Courts" to read about the application process. Contact number: 770.920.7252. The cost is \$169.00.

Payment of the Occupational Tax Registration is expected when the business license is issued and may be made by check, cash, or debit/credit card (Visa or MasterCard only). No Counter Checks are accepted.

**\*Minimum fee for a business license is \$95.00 based on estimated gross revenue of \$0.00 to \$50,000.00 range.\***

**New applications are accepted from 9:00 to 3:30 Monday thru Friday.**