



The Process to Start a Business Begins With the Planning & Economic Development Department

You are REQUIRED to have Building, Fire and possibly Site Inspections if you are:

- 1) Changing ownership of a Business ONLY,
- 2) Changing ownership of Property, Building, etc.,
- 3) Moving into an existing space WITHOUT changes, or
- 4) Moving into an existing space WITH proposed changes

1) Changing Ownership of a Business ONLY (staying in existing tenant space):

Application/Fees:

- Submit [Tenant Occupancy Application](#) to the Planning & Economic Development Department
- Planning & Economic Development will verify whether there are zoning or use changes
- A \$50 fee is required to obtain a Certificate of Occupancy (C/O); Pay by cash, credit or debit card, check or money order

Inspections:

- One (1) Fire Marshal inspection is required
- The C/O should be taken to the Business License Office along with the [Occupational Tax Application](#) & [Sanitation Request Application](#)

2) Changing Ownership of Property (Free-standing Building or Shopping Plaza)

Application/Fees:

- Submit [Tenant Occupancy Application](#) to the Planning & Economic Development Department
- Planning & Economic Development will verify whether there are zoning or use changes
- Refer to "Application/Fees" for numbers 3) or 4), as applicable
- The new owner will be required to update to the current ordinances concerning: tree and vegetation protection, landscaping, street lighting, sidewalk, acceleration and deceleration lanes, and sign codes. This includes re-paving, re-striping, installation of underground utilities and meeting exterior building materials, etc.
- Planning & Economic Development will provide *Section 810, Redevelopment, Maintenance & Revitalization* ordinance, upon request to the applicant (it can also be found on www.municode.com)

Inspections:

- Planning & Economic Development will schedule a Site Inspection regarding the above ordinance, with the Public Works Department (PW) to ensure the property is in compliance with current codes
- After the site inspection is completed by PW, Planning & Economic Development will provide the applicant with the inspection form to address any outstanding items to be corrected
- Refer to "Inspections" for numbers 3) or 4), as applicable

3) Moving Into an Existing Space WITHOUT Changes*

(Food Service Operations must receive Health Department Approval)

- Submit [Tenant Occupancy Application](#) to the Planning & Economic Development Department
- P&ED will determine the required inspections that will include, at minimum, the Fire Marshal



- Once the Fire Marshal Inspection passes, the applicant will be given a copy of the inspection form by the Fire Marshal. **[This inspection form should be brought to the Planning & Economic Development Department to issue the Certificate of Occupancy (C/O)]**
- An \$50 fee is required to obtain a Certificate of Occupancy (C/O)

- The C/O should be taken to the Front Desk at City Hall along with the [Occupation Tax Application](#) & [Sanitation Request Application](#)

4) Moving into an Existing Space WITH proposed changes*

Application/Fees/Plan Review:

- Submit [Building Permit Application](#), four (4) professional sets of building plans, and a digital PDF copy of the plans on CD to the Planning & Economic Development Department. Review the [Building Renovation & Redevelopment: Plan Review Checklist](#) for items to be included on submitted plans and as supplemental information
- At a minimum, the Building Plans must include: Existing & Proposed Floor Plan, Electrical Plan, Fire Alarm, Plumbing or Mechanical/HVAC or Sprinkler Plans, etc.
- Fees are assessed based on the estimated cost of construction for the renovation (contact the Planning & Economic Development Department for the Fee Schedule)
- 2 weeks review period (varies depending on extent of changes)
- Once plans are approved by the Building, Fire Marshal, Planning & Economic Development & Public Works Plan Reviewers, a Building Permit will be issued by Planning & Economic Development
- If electrical, HVAC, mechanical or low-voltage work is being performed, these permits must be submitted separately as a [Trade Permit](#). A fee of \$80 is required to obtain a permit for each trade
- **Inspections: (Varies)**
- Once work is complete, you must call (770) 914-2377 to schedule a Building inspection
- Once the Building Inspection passes, Planning & Economic Development Staff will schedule a Fire Marshal inspection
- The Fire Marshal will conduct necessary inspections.
- Once the Fire Marshal inspection passes, the Certificate of Occupancy may be issued.
- A \$50 fee is required to obtain a Certificate of Occupancy (C/O).
- The C/O should be taken to the Front Desk at City Hall along with the [Occupation Tax Application](#) & [Sanitation Request Application](#)
- *A re-inspection fee will be charged for the 2nd inspection and each inspection thereafter

SHOULD YOU HAVE QUESTIONS ABOUT THIS PROCESS, PLEASE CALL THE PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT AT (678) 902-0870.