



CUSTOMER SELF SERVICE GUIDE

New Business License

REGISTER/ LOG IN

Using the email that was submitted on your Occupational Tax Routing Sheet, create an account. If you do not remember your password, please call 770.443.8110 ext. 1210 to reset your password. If you already have an account, then you may log in.

A screenshot of a web page for logging in or registering. At the top, there is a globe icon and the text "Sign in to community access services." Below this are four social media login buttons: "Sign in with Google", "Sign in with Apple", "Sign in with Microsoft", and "Sign in with Facebook". Below these is an "OR" separator. There is an "Email address" input field with a red error message below it: "This field cannot be left blank". There is a "Keep me signed in" checkbox. A blue "Next" button is at the bottom. Below the button are links for "Unlock account?" and "Help". At the very bottom, there is a link "Don't have an account? Sign up" with a red arrow pointing to it from the right. The text "Register/Create an account" is written next to the arrow.

APPLY

Apply for the Business License Application- General.

A screenshot of the "Application Assistant" web interface. At the top, there is a navigation bar with links: "City of Dallas Web Page", "Home", "Dashboard", "Apply", "Today's Inspections", "Map", "My Work", "Pay Invoices", "Search", and "Calendar". Below the navigation bar is a search bar with the text "Search for application names and keywords". There are several filter buttons: "All", "Trending", "My History", "LICENSES", "PERMITS", and "PLANS". Below the filters, there is a "Show Categories" link and a "Show My Templates" link. The main content area shows two application categories. The first is "Business License Application- General" with a description: "Apply for a new Business License (Occupational Tax Certificate) in the City of Dallas, GA." There is a blue "Apply" button next to this category, which is circled in red. The second category is "Temporary/Seasonal Business License" with a description: "Temporary/Seasonal Business License Including Firework stands." There is a blue "Apply" button next to this category.

SELECT THE BUSINESS

A business has already been created. Once you create an account using the same email, it will connect the business to your account. If this does not look like below, reach out to Cheyenne Cook 770.443.8110 ext. 1210.



Business License Test

City of Dallas Web Page Home Dashboard Apply Today's Inspections Map My Work Pay Invoices Search Calendar

Apply for License - Business License Application- General *REQUIRED

Select or create the business for this application

Test Business

Limited Liability Company
Status: Applied

11 COURTHOUSE SQ Dallas...
541611-Administrative Man...

[Select](#)

Select Company Type

Create New Business During Application

+

VIEW THE REQUIREMENTS AND LINKS

There are required documents that will need to be uploaded at the end of the application. Those forms are linked on this page. Any words in blue are links. Depending on what type of business you are starting. There may be additional forms required. (ex: health food permit, professional license, etc.)

Apply for License - Business License Application- General *REQUIRED



LOCATIONS

To obtain a Business License with the City of Dallas, all required fields must be filled out. There are forms that will need to be notarized and uploaded before submitting. Those forms can be found below. You are able to save as draft and return at any time. A Business License will not be issued until all holds from all Departments have been released and the invoice has been paid.

The following are required for ALL businesses:

- [Financial Affidavit](#) (this must be notarized)
- [S.A.V.E. Affidavit](#) (this must be notarized)
- [E-Verify Affidavit](#) (this must be notarized)
- [Registration from Secretary of State](#) (if corporation or LLC) Contact the SOS at (404)656-2817
- [Lease/Proof of Ownership](#) (first page and signature page of lease only).
- [Applicant's Secure and Verifiable Document](#) (i.e., driver's license)

The following are required if applicable:

- [Residential Property Limited Home Occupational Form](#) (Home Business Only)
- [State Professional License](#) (not sure if you are considered a professional, [visit here.](#))
- [Health Inspection Certification](#) (if food related)
- [Immigration Documentation](#) (if applicant is other than U.S. Citizen) Documentation form the U.S. Department of Homeland Security must be submitted.
- [Letter from Leasing Company or Homeowner](#) if you are leasing/renting, stating it is ok to operate a home-based business from this address.

<p>Type: Location</p> <p>US 11 COURTHOUSE SQ, Dallas, GA., 30132</p>	<p>Type: Mailing</p> <p>US 11 COURTHOUSE SQ, Dallas, GA., 30132</p>
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At any point in the application, you can save as draft. Everything EXCEPT attachments will save.

ADD ALL REQUIRED ATTACHMENTS

All the required documents are listed in the instructions. A Business License cannot be issued until all required documents have been submitted.

Attachments

The following are required for ALL businesses:

- **Financial Affidavit** (this must be notarized)
- **S.A.V.E. Affidavit** (this must be notarized)
- **E-Verify Affidavit** (this must be notarized)
- **Registration from Secretary of State** (if corporation or LLC) Contact the SOS at (404)656-2817
- **Lease/Proof of Ownership** (first page and signature page of lease only).
- **Applicant's Secure and Verifiable Document** (i.e., driver's license)

The following are required if applicable:

- **Home-Based Occupational Form** (Home Business Only)
- **State Professional License** (not sure if you are considered a professional, [visit here.](#))
- **Health Inspection Certification** (if food related)
- **Immigration Documentation** (if applicant is other than U.S. Citizen) Documentation form the U.S. Department of Homeland Security must be submitted.
- **Letter from Leasing Company or Homeowner** if you are leasing/renting, stating it is ok to operate a home-based business from this address.

View Form Names to attach

REVIEW AND SUBMIT

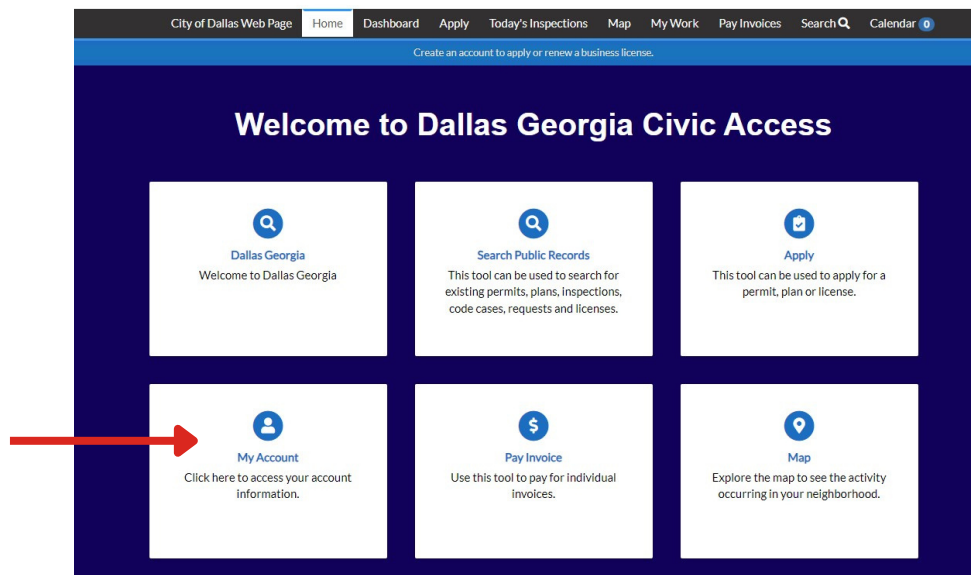
Be sure to review that all information is correct and submit your application. City staff will not be able to see any thing until it has been submitted.

After reviewing your application, an invoice will be created and sent to you via email. This can be paid online by card or e-check or in office at 200 Main Street Dallas, GA 30132.

For any questions or concerns about the application or online portal, contact Cheyenne Cook.
ccook@dallas-ga.gov
770.443.8110 ext. 1210

ADDITIONAL INFORMATION ABOUT PORTAL

While you are waiting on your invoice, you can see what the hold is on your business. Visit 'MY ACCOUNT'



When your business is added into our system by a staff member, holds are added to the business. This alerts other departments that they need to review this business and approve or deny. Any notes they add will be available to see on this screen. Once they approve and release the hold, it will go away. Once all holds have been released, you will be able to receive your business license.

• A hold currently exists on this business.

[Business Details](#) | [Tab Elements](#) | [Main Menu](#)

Business Details

Company Name:	Test Business	Company Type:	Limited Liability Company	Open Date:	
Status:	Applied	District:	Dallas,GA	Closed Date:	
Location:	Commercial	Last Audit Date:			
Description:	TEST BUSINESS				

[Locations](#) [Attachments](#) [Contacts](#) **[Holds](#)** [Classifications](#) [More Info](#) [Licenses](#)

[Existing Holds](#) | [Next Tab](#) | [Business Details](#) | [Main Menu](#)

Existing Holds Sort:

Name	Description	Comments	Hold Date	Status
Business License Hold	Business License Not Issued	THIS IS A TEST	01/12/2024	Active
Code Enforcement Hold for Business License	Hold awaiting Marshall approval prior to business license approval	THIS IS A TEST	01/12/2024	Active
Community Development Hold for Business License	Hold pending completion of all required permits and documentation for Community Development	THIS IS A TEST	01/12/2024	Active

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