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Executive Director

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Chattooga County Chamber of Commerce

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ChattoogaChamber.org    **angel
country** 

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guide

TO STARTING

A BUSINESS IN

Chattooga

County

Let's get started...

Thank you for considering Chattooga County as a place to operate your business. The Chattooga County Chamber of Commerce wants to maintain a user-friendly approach to the licensing and permitting process. We strive to make the experience of starting your business as simple as possible while upholding our commitment to protect the aesthetic and economic well-being of Chattooga County. We are excited that you are considering investing in our community.

This guide is a condensed resource for business owners and entrepreneurs in Chattooga County. It may not answer all of the questions you have. By glancing at the steps spelled out in our Bullet Guide and by using our more detailed guide, which is available in both hard copy or electronically, we hope you will be equipped to establish a business successfully in Chattooga County.

In addition to the two guides, we are available to answer your questions. Please refer to back cover for contact info for Cindy Rivers, our Executive Director. She will be happy to assist you.



• Licensing Procedure



- Consider This

- ◇ How is the circulation and traffic flow in the area?
- ◇ Are there similar businesses in the area?
- ◇ How is waste disposal handled?
- ◇ What source of income will you have through startup?
- ◇ When, where, and how will you market and advertise?
- ◇ Can any of your supplies be purchases from a local vendor or producer?
- ◇ What taxes (types and payments) are required by the Georgia Department of Revenue?

Georgia Department of Revenue

130 Davis Rd, Martinez, GA 30907
706.651.7600

- ◇ We strongly encourage local businesses to join the Chattooga County Chamber of Commerce for valuable promotions, programs and resources available to new and existing businesses.

ChattoogaChamber.org

- ◇ We can help you get a Business Plan developed through the Small Business Development Center.



- Appropriate Zoning

Appropriate Zoning

Once you identify a tentative location for your business, contact the city's clerk (specific to your location) to determine the permitted uses of that location. Do not invest any money in a location until you know the location is properly zoned for your proposed use.

The city clerk can help you determine if your location and type of business are in compliance with local zoning ordinances. They can also answer any questions you may have regarding signage.

Be sure to provide your location's tax map and parcel number (preferred) or the site's address. You may be required to submit your business plans also.

If you are **constructing a site** from the ground up, you will need to contact the specific city clerks:

CITIES:

City of Summerville:

Joey Norton, 706.978.0924, inspectsummervillega@gmail.com
Angie White, 706.859.0900 (licensing & permitting)

Town of Trion:

Missy Duncan, 706.734.2332 (licensing & permitting)

Town of Lyerly:

Sally Kerce, 706.895.2611 (licensing & permitting)

City of Menlo:

Jill Neal, 706.862.2880 (licensing & permitting)

COUNTY:

Malt Beverage Licensing *only*
Martha Tucker, County Commissioner's Office 706.857.0700

• Permits & Inspections

Any changes to the exterior or interior of an existing building may require a permit. *Permits are required before any work begins.*

Fees are based on the type and extent of the work

Items that require a permit include:

- Interior Finishes
- Modifications
- Additions
- Remodeling
- Structural Repairs
- Roofs
- Siding
- Windows
- Water Heaters
- Gas, Sewer and Water Lines
- Irrigation Systems
- Heating Appliances
- Central Air Conditioning
- Vent Dampers and Flue Pipes
- Solar Heating Systems
- Electrical Distribution Panels
- Upgraded Electrical Service (including low voltage systems)

Electrical permits may be required for the modification to the existing electrical system. Plumbing permits may be required for the modification to the existing plumbing system. HVAC permits may be required for the modification to the existing HVAC system.

The State of Georgia requires that all contractors be licensed in order to perform contracted work. If you would like to verify that your contractor is licensed, the Chamber will gladly assist you in determining this.

If you have any questions regarding building permits and inspections, please refer to page 2 for the appropriate point of contact.

• Business License

An Occupational Tax Certificate (OTC)—commonly referred to as a business license—is required to conduct business in Chattooga County. A business operating without an occupational tax certificate is subject to a legal penalty.

The minimum charge for an OTC is \$75 and varies depending on information such as number of employees. All occupation tax certificates must be paid and renewed at City Hall.

Summerville City Hall
120 Georgia Avenue, Summerville, GA 30747
706.859.0900
awhite@summervillega.org

If you have more than one location, you may need a separate OTC for each business location. If you are operating under various firm or trade names, you will need a separate occupational tax certificate for each trade name issued.

We strongly encourage businesses to obtain an OTC before opening. However, a business may obtain an OTC within its first 30 days of operation. It is required that not-for-profits obtain an OTC; however, no tax is required.

If you have questions regarding the business licensing process, please contact **Angie White, Summerville City Clerk at 706.859.0900.**