

# OPENING A BUSINESS

## in the City of Lawrenceville

### *FOLLOW THESE STEPS*

1. Check zoning to see if your business is permitted in the zoning district (location) you are considering
2. If it is not a permitted use, the Planning Department will let you know which zoning districts allow your use (occupation)
3. If it is permitted:
  - Fill out a building permit application for a Tenant Name Change. This is in order to obtain a Certificate of Occupancy from the City. Once approved you can move in
  - A Certificate of Occupancy from the City and County is required to obtain an Occupational Tax Certificate
4. Submit an Occupational Tax Certificate application to the Finance Department or via email to [occupationaltax@lawrencevillega.org](mailto:occupationaltax@lawrencevillega.org)
  - Once all documents are correct, the application will be approved
  - An alcohol license can be submitted simultaneously
5. Pay for the Occupational Tax Certificate
6. Restaurants: An Alcohol License application must be submitted and approved before serving alcohol
7. Open for business



**LAWRENCEVILLE**  
GEORGIA

*For zoning questions - email*  
***[planning@lawrencevillega.org](mailto:planning@lawrencevillega.org)***