

# ABOUT US

The Community Development Department's mission is to coordinate the County's strategic planning; promote citizen participation to attain the highest quality of life; improve and sustain quality of the natural and built environment that attracts business investments in the county and enforce County codes to promote the health, safety and welfare of citizens of Clayton County.

By the nature of our responsibilities we recommend/enforce land-use/zoning regulations that promote economic development; regulate licensure for businesses; administer housing and urban development grants; spatially manage the county's land resources and enforce building codes to protect the life, safety and welfare of Clayton County citizens within the context of the overall County vision.

The Community Development Department is comprised of six (6) divisions; Administration, Planning & Zoning, Building Permits & Business License, Inspections, Geographic Information System (GIS), and Housing and Urban Development (HUD) programs.



## GET IN TOUCH

Ph: (770) 477-3569

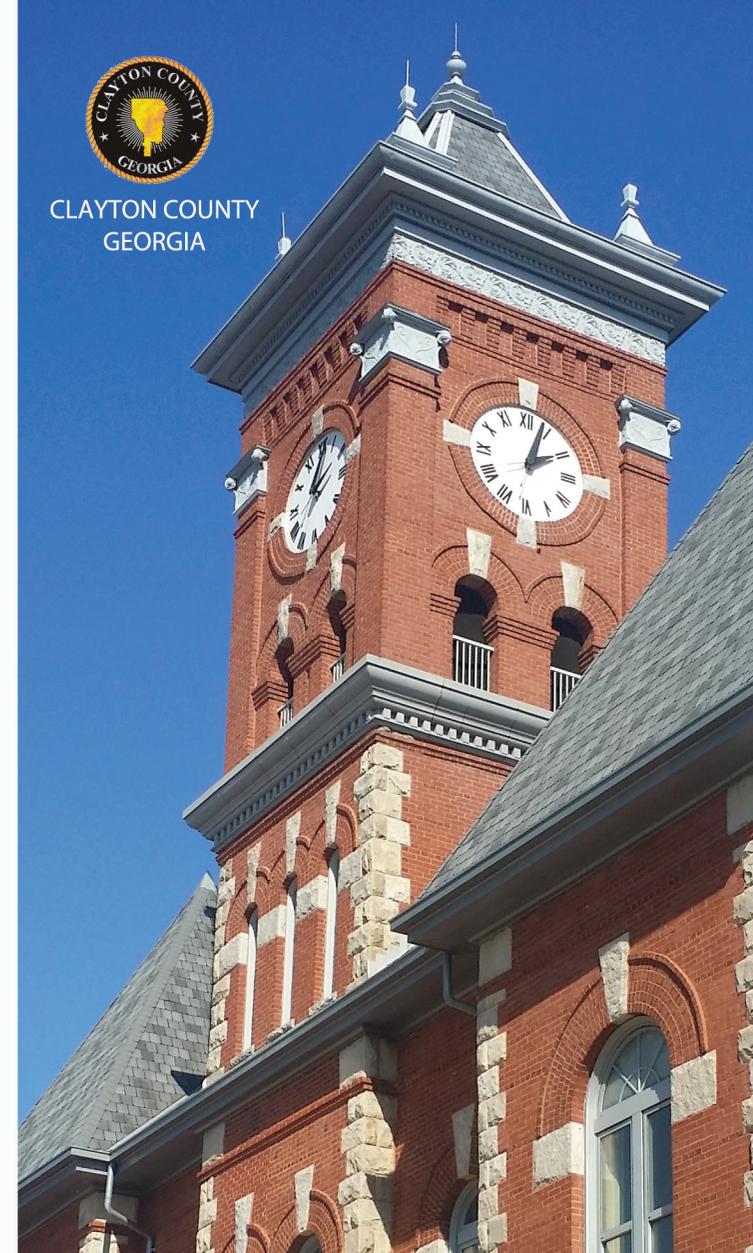
[business.license@claytoncountyga.gov](mailto:business.license@claytoncountyga.gov)  
[www.claytoncountyga.gov](http://www.claytoncountyga.gov)

Mon.-Fri. 8AM - 5PM

121 S. McDonough St.  
Annex 2  
Jonesboro, GA 30236



CLAYTON COUNTY  
GEORGIA



## Community Development Department

Business License Information Guide



## TYPES OF BUSINESS LICENSES

### 1 Home Businesses

Required to apply for a business license five days prior to opening for business.

### 2 Commercial Businesses

Required to receive all approvals and Certificate of Occupancy with business license application prior to opening for business.

## PROHIBITED HOME OCCUPATIONS

- ⊗ Automotive Maintenance or Repair
- ⊗ Group Assembly or Instruction
- ⊗ Pest Control Service
- ⊗ Firearms, Gunsmith and Firearm Supplies
- ⊗ Septic Tank Operation or Repairs
- ⊗ Taxicab/Limousine Services
- ⊗ Wrecker/Towing/Auto Transport Service
- ⊗ Catering
- ⊗ Retail or Wholesale Sales such as when individuals or groups come to the home (business location) to purchase or pickup the actual product or items being sold.
- ⊗ Others per code.

## DOCUMENTS REQUIRED

- ✓ Valid Governmental issued identification.
  - ✓ Copies of any documents such as state license, permit, registration or certificates required for your type of business.
  - ✓ Copy of corporation or any legal entity filed with the Secretary of State office; provide a copy of the state sealed document and list of officers/members.
  - ✓ Business handling food preparations, packaged food and/or cold foods must have a food service permit either from the Environmental Health Department located at 117 Battle Creek Road, Jonesboro, GA, 678-610-7199, or the Department of Agriculture Inspection Permit 404-363-7646.
  - ✓ See matrix in application package
- For Exemption of Business License Fee:**
- ✓ Federal 501C3 Non-profit Certificate.
  - ✓ OR Veterans Exemption Certificate.
  - ✓ OR Federal Motor Carrier Permit.

## APPROVALS REQUIRED

- ✓ Planning and Zoning approval pertaining to the location and type of the business.
- ✓ Tax approval from Tax Commissioner's office at 121 S. McDonough Street, Annex 3, Jonesboro, GA 30236.
- ✓ For commercial applications, Permit application for Certificate of Occupancy - \$110 Fee.
- ✓ For commercial applications, A copy of the Fire marshal Inspection report - \$100 Fee.
- ✓ For commercial applications, a satisfactory location inspection report may be required.

### Occupations requiring a Police background check

Massage Therapists  
Private Detective Agencies  
Security Guards  
Burglar or Security System Installers  
Locksmith  
Ice Cream Vendors  
Passenger Transportation  
Wrecker/Towing

### Fees

General Business License fees are based on the following information per calendar year:

1. Projected or estimated gross receipts
2. Number of employees
3. A non-refundable, non-prorated administrative fee of 75 dollars (\$75.00).
4. Any late fees or penalties for operating without a license.

Scan the code below to fill out and complete an application:

