

GWINNETT COUNTY

STARTING A NEW BUSINESS

A Resource Guide for Small Business Developers and Entrepreneurs

Gwinnett County's thriving entrepreneurial climate has made the area a region leader in business development. Its location, infrastructure, workforce, school systems, and exceptional quality of life have helped it become a popular entrepreneur community.

A WEALTH OF HELP AT YOUR FINGERTIPS

Metro Atlanta houses a number of federal, state and private, and nonprofit organizations dedicated to assisting entrepreneurs in forming and running their businesses. A directory of these and other key business resources follows.

The **U.S. Small Business Administration (SBA)** is a federally funded agency that provides managerial, technical and financial assistance to small business developers and existing businesses. It serves as an advocate for entrepreneurial development, reporting on economic contributions of small businesses and recommending policies to Congress that further enterprise development.

The SBA and the State of Georgia fund six **Small Business Development (or Outreach) Centers (SBDC)** in Metro Atlanta. The SBDCs provide free managerial and technical counseling services that assist with management training, business and market planning, finance and research.

The **Service Corps of Retired Executives (SCORE)** program, administered through SBA, matches entrepreneurs with experienced and successful business executives who serve as advisors.

GET A STEP AHEAD OF THE COMPETITION

Metro Atlanta entrepreneurs benefit from a local concentration of private and public management, technical and financial resources, as well as the advantages offered in Georgia's pro-business regulatory environment. A starting point for all entrepreneurs is the small business services offered by the Gwinnett Chamber of Commerce.

Under the direction of the Membership/Marketing Department the Chamber offers small and start-up businesses a number of programs including:

- **Small Business Development Programs** – Throughout the year special workshops and seminars are planned in addition to monthly luncheons and the annual Small Business Person of the Year Luncheon. A calendar outlining these events is available in the Chamber newsletter *Gwinnett Focus*.
- **Network Gwinnett** – Provides progressive networking for members of the Gwinnett Chamber of Commerce to obtain leads, build relationships, educate, support professional development, and further leadership within the community.
- **Executive Roundtables** – Monthly peer group forum for business owners and entrepreneurs looking for a confidential setting to share the challenges of business management.
- **Bottom Line Benefits** – Membership in the Gwinnett Chamber gives businesses measurable financial advantages with services such as: reduced cost group health insurance, member-to-member discounts, Drugs Don't Work, AT&T Long distance savings, free notary public and certificates of origin and more.

For more information on Chamber programs for small business, please call 770-232-3000.

HELPFUL PUBLICATIONS

The Gwinnett Chamber of Commerce also produces a variety of statistical, demographic and economic reports designed to aid in market planning and analysis.

FEDERAL AND STATE LICENSING AND REGISTRATION REQUIREMENTS

Requirements	Applications	Contact Agencies
Certificate of Occupancy	New buildings or new users of existing facilities	Gwinnett County Department of Planning & Development
Federal Employment Identification Number (EIN)	All Businesses	Internal Revenue Service
Georgia Bulk Sales Law	Purchases of existing businesses	Attorney
Georgia Certificate of Authority	All foreign-based companies	GA Secretary of State Corporations Division
Georgia Certificate of Registration	Persons, firms or corporations selling, soliciting, manufacturing, etc. tangible personal property	GA Dept. of Revenue, Sales & Use Tax Division Centralized Taxpayer Registration Unit
Georgia Employer Status Report	All employers doing business in Georgia	GA Dept. of Labor Unemployment Insurance Division
Georgia Withholding Tax Number	All businesses	GA Dept. of Revenue Income Tax Division
Incorporation, Trademark/Service Mark Registration	Optional for any business	GA Secretary of State, Corporations Division
Industrial Permitting	Industrial businesses requiring permits for wastewater, air and water emissions, solid and hazardous wastes, etc.	GA Dept. of Natural Resources, Environmental Protection Division
Industry-specific Licensing	<ol style="list-style-type: none"> 1) Liquor, beer and wine businesses 2) Cigar or cigarette dealers 3) Motor fuel or motor carrier fuel distributors 4) Food processing or grocery sales operations 5) Eating establishments 	GA Dept. of Revenue 1&2) Alcohol and Tobacco Tax Unit 3) Sales and Use Tax Division Registration Unit 4) GA Dept. of Agriculture 5) Gwinnett environmental health department
Business Licenses	All businesses	Gwinnett County or municipality business license office
Trade Name Registration	Any business operating under a name other than that of the owner	County Clerk of Superior Court

Disclaimer: Although all information in this brochure has been carefully compiled to ensure maximum accuracy. The Gwinnett Chamber of Commerce will not accept responsibility for errors, omissions or other inaccuracies. The Gwinnett Chamber of Commerce does not assume responsibility for the quality of advice or assistance provided by any of the resources listed in this brochure.

KEY RESOURCES

Business Licenses

Gwinnett County 678-377-4100
 (See Gwinnett Chamber's business/Occupational Tax Rates
 for Gwinnett County & Gwinnett Municipalities for additional
 info.)
Gwinnett Chamber of Commerce.....770-232-3000

Clerks of Superior Court (for Trade Name Registration)

Gwinnett County.....770-822-8140

Federal Employer Identification Number (EIN)

Internal Revenue Service.....404-522-0050
www.irs.ustreas.gov/prod/bus_info/index.html

Georgia Certificate of Registration

Georgia Dept. Revenue
 Sales & Use Tax Division.....404-656-4092
www.state.ga.us/Departments/DOR

Georgia Employer Status Report

Georgia Dept. of Labor
 Unemployment Insurance Division.....404-656-5590
www.dol.state.ga.us/

Georgia Withholding Tax Number

Georgia Dept. of Revenue,
 Income Tax Division.....404-656-4181
www.state.ga.us/Departments/DOR

Incorporation, Trademark/Service Mark Registration

Georgia Secretary of State, Corporations Division
 Trademark.....404-656-2861
 Incorporation.....404-656-2817
 U.S. Dept. of Commerce, Trademark Office.....703-308-4357

Industry-Specific Licensing

Georgia Dept. of Revenue,
 Alcohol & Tobacco Tax Unit.....404-656-4262
 Sales & Use Tax Division,
 Registration Unit.....404-656-5687
 Georgia Dept. of Agriculture.....404-656-3685
 Environmental Health Department
 Gwinnett County.....770-963-5142

Minimum Wage Requirements

U.S. Dept. of Labor Employment Standards
 Administration.....404-562-2201
 Georgia Dept. of Labor, Inspection Division404-656-3018

Miscellaneous

Better Business Bureau.....404-688-4910

Other Government Agencies

Georgia Dept. of Industry, Trade & Tourism..... 404-656-3545
 U.S. Bureau of the Census, SE Office..... 404-730-3833
 U.S. Dept. of Commerce..... 404-730-3007
 U.S. Government Bookstore..... 404-347-1900

Other Related Organizations

American Marketing Association.....770-270-0619
 Emory University
 Giozueta Business School..... 404-727-8099
 Georgia Dept. of Administrative Affairs..... 404-656-6315
 Georgia Dept. of Labor JTPA Program..... 404-656-7392
 Georgia Institute of Technology,
 Economic Development Institute..... 404-894-3841
 QuickStart.....404-679-1700

Planning & Development

Gwinnett County.....770-822-7500

Small Business Administration

Information, all departments.....404-331-0100
 Service Corp of Retired
 Executives (SCORE)..... 404-331-0121

Small Business Development (and Outreach) Centers

University of Georgia SBDC, Lawrenceville.....678-407-5385

Startups and Expansions

Georgia Dept. of Community Affairs.....404-679-4930
 Georgia Institute of Technology, Advanced
 Technology Development Center (ATDC)..... 404-894-3575
 Greater Atlanta Small Business Project (GRASP)... 404-659-5955

City Halls

Auburn770-963-4002
 Berkely Lake.....770-368-9484
 Braselton706-654-3915
 Buford770-945-6761
 Dacula770-963-7451
 Duluth770-476-3434
 Grayson770-963-8017
 Lawrenceville770-963-2414
 Lilburn770-921-2210
 Loganville770-466-1165
 Norcross770-448-2122
 Rest Haven770-945-5129
 Snellville770-985-3500
 Sugar Hill770-945-6716
 Suwanee770-945-8996