

PROCESS FOR OBTAINING
AN
OCCUPATIONAL TAX CERTIFICATE



NON-RESIDENTIAL APPLICATION

- Verify that the business location (address) is within the Suwanee city limits. (Note: Suwanee city limits are located entirely within Gwinnett County.)
- Complete the application form.
- Complete the Police Emergency Contact Form.
- Schedule inspection by Gwinnett County Fire Marshal for Certificate of Occupancy (CO).
446 West Crogan Street, Suite 100
Lawrenceville, GA 30045
(678) 518-6100
Hours: Monday-Thursday 8am to 4pm (Closed Friday)
- For restaurants: Schedule health inspection by Environmental Health Services (State agency).
State of Georgia Division of Public Health
240 W. Oak Street, Bldg. A
Lawrenceville, GA 30045
(770) 963-5132
- Once these items have been received and forwarded to the building inspection department, schedule a final building inspection for Certificate of Occupancy.
 - Cost is \$100.00 for existing structures (cost is waived for new construction) payable to the City of Suwanee. The contractor is responsible for setting up appointment for final inspection on new construction.
- Once the final inspection is complete, pay fees and obtain occupational tax certificate.
- Sign applications must be submitted and approved by Code Enforcement. Please see contact page for information regarding this process.
- Once complete, it will take 3 to 5 business days to receive Occupational Tax Certificate.

HOME OCCUPATION APPLICATION

- Verify that the home address is within the Suwanee city limits. (Note: Suwanee city limits are located entirely within Gwinnett County.)
- Complete the application form.
- Upon approval by Planning and Zoning, pay fees and obtain occupational tax certificate.
- It usually takes 1 to 3 business days to receive Home Occupational Tax Certificate.