

CONTACT INFORMATION
FOR
OCCUPATIONAL TAX CERTIFICATE



LOCAL AND STATE CONTACTS

Application process and forms:	Trinity Hsu Accounting Analyst – Financial Services Division (770) 904-3383
Fire Marshall Certificate of Occupancy:	Gwinnett County Fire Marshal 446 West Crogan Street, Suite 100, Lawrenceville, GA 30045 (678) 518-6100 <u>Hours:</u> Monday-Thursday 8am to 4pm (Closed Friday)
Health Inspection for restaurants:	Environmental Health Services – East Metro District State of Georgia Division of Public Health 240 W. Oak Street, Bldg. A, Lawrenceville, GA 30045 (770) 963-5132
Inspection for Final Certificate of Occupancy:	Inspection Department (770) 945-8996 Monday-Friday 8am to 5pm or Leave a message on the Inspection Line (678) 546-2123 24 hours/day <i>*Please specify that inspection request is for an Occupational Tax Certificate</i>
Sign application process:	Inspection Department (770) 945-8996
Trade name registration:	Gwinnett County Superior Court 75 Langley Drive, Lawrenceville, GA 30045 (770) 822-8100
Set-up for corporation, limited liability companies and limited partnerships:	Georgia Secretary of State www.sos.georgia.gov 315 West Tower, 2 MLK, Jr. Dr. Atlanta, GA 30334-1530 (404) 656-2817
Employer Identity Number (FTIN):	Internal Revenue Service www.irs.gov (800) 829-4933
State Taxpayer Identifier (STI), State withholding number and Sales tax exemptions:	Georgia Department of Revenue www.etax.dor.ga.gov (404) 417-6601