



TAX DEPARTMENT

151 Elizabeth Street
Canton, Georgia 30114

Phone: (770) 704-1536 Fax: (770) 704-1558

Linda Buchanan

TAX CLERK

BUSINESS LICENSE APPLICATION GUIDELINES

Please follow the directions and guidelines as specified below to ensure that your application is processed correctly. A Business License/Occupational Tax License must be purchased before operating a business in the City of Canton.

1. Complete the application. Fill in all blanks; use N/A if the question does not apply to your business. The application must be completed in detail, signed and dated.
2. Attach all items listed below which may apply to your application:
 - A. Copy of state and federal license
 - B. Letter of responsibility for state license holders
 - C. Copy of picture I.D.
 - D. Completed Home Occupation Application
 - E. Certificate of Insurance
 - F. Proof of Certificate of Occupancy
(Applies to new and existing buildings with occupational use changes)
 - G. Food Service Permits
 - H. Alcohol License
 - I. Vendor License
 - J. Special License
 - k. Approved Fingerprints and/or Background Check
(Fingerprints and/or Background Checks provided by the city)
3. Acceptable forms of payment are cash, check, Visa and MasterCard.
Make checks payable to the City of Canton.
4. Your business will need additional approvals, inspections and/or a Certificate of Occupancy if it is a new business location, a change of business use or if renovations have been made at the new business location. These approvals must be completed before your business license can be issued.
5. Begin obtaining approval signatures with the Planning & Zoning Department. After Planning and Zoning approves, proceed to Building Inspections and then to the Fire Department.



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The City of Canton Planning and Zoning office is located on the lower level of Canton City Hall, 151 Elizabeth Street. Steve Green or Ken Patton will provide assistance for Planning and Zoning approval. The contact number for Planning and Zoning is 770-704-1530 or 770-704-1522. The Planning and Zoning staff will direct you to all other agencies for their approval.

Building Inspections are also located on the lower level of Canton City Hall, 151 Elizabeth Street. You may reach Building Inspections at 770-704-1553.

The Fire Department is located on West Main Street 2 blocks west of the James Cannon Memorial Park (Gazebo). The Fire Department is 2 blocks north and 2 blocks west of Canton City Hall. You may contact the Fire Department at 770-479-7287.

Food Service Permits can be obtained by contacting:
Cherokee County Health Department 678-493-6000
Cherokee County Environmental Health 770-479-0444

Business License/Occupational Tax License runs on a calendar year (January through December). The City of Canton allows a grace period through March 31st of the following year to renew. Renewal notices are mailed out the first week of February. Renewals not received by 5:00 p.m. on March 31st are subject to penalties and interest. Postmarks are not accepted for compliance with March 31st deadline date.

A yearly Back Flow Inspection must be provided with your yearly business license renewal. You can obtain the Back Flow Inspection by contacting a local plumber. Home Based businesses are not required to have a Back Flow Inspection.