

SIGNS SIGNS SIGNS

Before hanging up a sign advertising your business, please call us. Both permanent and temporary signs are regulated by the Town of Braselton to provide a neat, orderly appearance for our community. Permanent Sign Permit Application: <http://www.braselton.net/Documents/PermanentSignPermitApplication.pdf> Temporary Sign Permit Application: <http://www.braselton.net/Documents/TemporarySignPermitApplication.pdf>

All signs are reviewed & permitted by Planning & Development for code compliance and approval. For additional information, please contact Planning & Development at 706-654-3915 For Permanent Signs EXT 1006 For Temporary Signs EXT 1014.

Want to Open? Check This Out:

- Check with Planning & Development for appropriate zoning
 - Obtain building permit for Tenant Improvement (if necessary). Specific information on obtaining a commercial building permit can be found at: <http://www.braselton.net/Documents/commercial-construction-requirements.pdf>
- You can view and download permit applications and other relevant documents at: <http://www.braselton.net/build.html>
- For a new business or tenant that did not perform renovations requiring a building permit, a Certificate of Occupancy inspection will need to be performed by the Town and by the County Fire Marshall. The application for this inspection is contained in the Business License Application. The business owner is responsible for coordinating an inspection by the Fire Marshall.
 - Complete Business License and other related applications found at <http://www.braselton.net/tax.html>. Contact Glenda McDonald at gmcDonald@braselton.net for inquiries concerning license applications.
 - Verify Home-Based Business License has been approved (if applicable).
 - You can view all Town regulations regarding business licensing and alcohol licensing by going to our code of ordinances at <http://www.braselton.net/braselton-code-of-ordinances.html>. Business regulations are found at Section 32. Please note that there are special regulations and licenses for massage establishments, tattoo establishments, peddlers, and alcohol sales

Town of Braselton



IMPORTANT NUMBERS

<u>Town Manager & Clerk</u>	706-654-5720
4982 Highway 53 Braselton, GA 30517	
<u>Planning & Development Department</u>	706-654-3915x1006
4986 Hwy 53 Braselton, Georgia 30517	
<u>Braselton Police Department</u>	706-654-3915 x1101
5040 Highway 53	

OTHER STATE & LOCAL INFO

GA Department of Transportation	770-532-5520
GA Department of Revenue	404-417-4477
GA Department of Alcohol & Tobacco	404-417-4490
GA Department of Agriculture	404-656-3600
Georgia Power Company	888-660-5888
GA Secretary of State	404-656-2881
Hall County Fire Marshal	770-531-6838
Gwinnett County Fire Marshal	678.518.4960
Jackson County Fire Marshal	828-586-7507
Barrow County Fire Marshal	770-307-2987
Hall County Health Department	770-531-5600
Gwinnett County Health Department	770-339-4260
Jackson County Health Department	706-335-3895
Barrow County Health Department	770-307-3011

CONDUCTING BUSINESS IN BRASELTON

As a new business operator, we would like to welcome you to the Town of Braselton! We are delighted to assist new businesses wanting to locate and operate in our Town and we are here to help you succeed.

This brochure is to provide you with a comprehensible guide to understanding the business licensing procedures.

The best way to ensure a smooth permitting process is through communication; so before you make any commitments come in or call us to benefit from our expertise! This will allow us to work collaboratively with you to ensure the maximum possibilities for your business.

We appreciate your time and look forward to a lasting partnership.

WHO NEEDS A BUSINESS LICENSE?

Anyone conducting business within the Town limits must have a business license approved by the Planning Department. The business license fee schedule is available at www.braselton.net (Under the Taxing/Licensing tab). An updated business license form is required if the business location changes. If you have multiple locations, within the Town limits a business license is not required for each location. However, the total number of employees shall be used to calculate the tax owed. Give us a call or stop by; we will gladly assist you in obtaining the appropriate license for your business. Please call the Permitting & License office at 706-654-3915 EXT 1017 or visit www.Braselton.net (under Taxes & Licenses) for an application. Businesses operating from a residence within the Town will also need a home-based Business License. The Town places certain restrictions on home based businesses to protect your neighbors and neighborhood. Please check with the Planning Department for all applicable licensing and zoning requirements by calling (706) 654-3915 extension 1017 or visit www.braselton.net (Under the Taxing/Licensing tab)

WORKING FROM HOME

Finding the right location for your business is not always easy, so before you commit to any specific building or space, contact us to verify that the location is appropriate for your business. Our building inspectors are available to perform a courtesy inspection of the location prior to you signing a lease. This courtesy inspection helps us to help you know which applications and licenses are needed for your business at the proposed location.

Prior to moving into your new location, an application for a Certificate of Occupancy must be submitted to Planning & Development for approval by Zoning, Building, Fire and Environmental Health. Below are the tasks each division performs:

Zoning Department....ensures compliance with the Town's Development Codes. A zoning representative



must verify that your business is being located within the appropriate zoning district.

Building Inspection Department....checks that your complies with the International Building Safety Standards and that handicap accessibility standards are in place for the interior and exterior of the building. A building inspector must inspect all new commercial business locations within Town limits. Each space will be evaluated independently, based on the existing and proposed use.

Tenant Improvements may be needed at your new location. Most repairs or renovations on buildings in the Town require a building permit. Construction plans must be submitted and approved by the Building Department prior to a licensed contractor initiating the work. Permits are required for the following:

- Any structural alterations or additions to the existing building or unit to be occupied.
- Any alterations or additions to the existing plumbing, electrical or mechanical systems.
- Partition walls

Fire Inspection... A County Fire Department will work with you to ensure that your site meets all fire and life safety codes. Each business in a commercial location must have a fire inspection prior to obtaining their Town Business License and Certificate of Occupancy. Each business will have an annual inspection. For more information, please contact your county's Fire Marshall (numbers on the back).

Health Regulations....If your business is engaged in food service, tourist accommodations or body art or has a public swimming pool or an on-site sewage system, a permit must be obtained from your County Environmental Health. Any change

of use to an existing structure requires an evaluation and/or permit. For more information, call your County Environmental Health (number on the back)

After all divisions approve the Zoning Compliance, a Certificate Of Occupancy is issued approving your business at the specified location. The Business License and Certificate of Occupancy must be displayed in a conspicuous place at your business location

WINE, BEER & DISTILLED SPIRITS

Anyone conducting a business within the Town limits that offers for sale beer, wine or distilled spirits by consumption or package must have a license that's been pre-approved by the Braselton Town Council. of employees shall be used to calculate the tax owed. Give us a call or stop by; we will gladly assist you in obtaining the appropriate license for your business. Please give us a call at 706-654-5720 EXT 1017 or visit www.Braselton.net (under Taxes & Licenses) for an application.

FAILURE TO COMPLY

Failure to obtain a license can result in penalties. Each day that a business operates without a license constitutes a separate offense.

