



## Nonresidential Occupational Tax Checklist

- \_\_\_\_ 1. Verify the business address is in the Municipal City limits of Suwanee **and** is properly zoned. Three different counties have Suwanee as their address.
- \_\_\_\_ 2. Complete an Occupational Tax Certificate Application and the Police Emergency Contact form.
- \_\_\_\_ 3. The Gwinnett County Fire Marshal needs to perform an inspection and issue a Certificate of Occupancy. Cost \$75
  - ❖ To obtain the Fire Marshal Certificate of Occupancy is to go to the Fire Marshal's office, pay the \$75 fee, and set up a time for an inspection. If the building is approved, a Certificate of Occupancy will be issued.
  - ❖ The Fire Marshal Office is located at 446 West Crogan Street, Suite 100 Lawrenceville, GA
    - The Fire Marshal phone number is 678 – 518 - 6100
    - The Fire Marshal hours are:
      - Monday – Thursday: 8 – 4
      - Friday: Office Closed
- \_\_\_\_ 4. Restaurants need to have the Gwinnett County Health Department perform an inspection. Call 770-963-5132 to make an appointment.
- \_\_\_\_ 5. Please bring the following items to Suwanee City Hall.
  - These items may be mailed to:
    - City of Suwanee
    - 373 Hwy 23
    - Suwanee, GA 30024
  - These items may be faxed to 770-945-2792
    - (a) Completed Occupational Tax Certificate Application.
    - (b) Completed Police Department Emergency Contact Form.
    - (c) Fire Marshal Certificate of Occupancy.
    - (d) Health Department inspection (restaurants only)
- \_\_\_\_ 6. A City Building Inspection will be scheduled when we receive these items. The inspection fee is \$100. Contact Gwen Jones at 770-945-7034 to schedule an appointment.
- \_\_\_\_ 7. Contact Gwen Jones at 770-945-7034 for an application for signs permit.