



CUSTOMER SELF SERVICE GUIDE

BUSINESS LICENSE RENEWAL GUIDE

REGISTER/ LOG IN

Using an email that is associated with the business, create an account. If you already have an account, then you may log in. If you do not remember your password, please call 770.443.8110 ext. 1210 to reset it for you.

The screenshot shows a login page with the following elements:

- Sign in to community access services.
- Sign in with Google, Apple, Microsoft, and Facebook buttons.
- OR separator.
- Email address input field with a red arrow pointing to it and the text "Sign into your account".
- Red error message: "This field cannot be left blank".
- Keep me signed in checkbox.
- Next button.
- Unlock account? link.
- Help link.
- Don't have an account? Sign up link with a red arrow pointing to it and the text "Register/Create an account".

GO TO DASHBOARD



The dashboard screenshot includes:

- City of Dallas Web Page navigation bar.
- My Licenses section with a table:

Expires in	Draft
23 DAYS	1
- My Permits section with a table:

Application	Approval	Action	Process	Print

Your business license should look as shown in the picture. If your business is not showing up contact ccook@dallas-ga.gov to connect the account to the business.

ONLY RENEW 2024 LICENSES.

To begin the renewal process, click renew. There will be forms such as the Financial Affidavit that will need to be printed, notarized and uploaded. You can get to those forms by visiting dallasga.gov.

REQUIRED DOCUMENTS/NAICS LOOKUP

This page gives access to the pages you will eventually need to print, sign & notarize, and upload. There is also a link to the National American Industry Classification System page for your 6- digit NAICS Code.

Renew License - Business License Application- General *REQUIRED

LICENSE DETAILS

To renew a Business License with the City of Dallas, all required fields must be filled out. It is required that the Financial Affidavit be filled out, notarized and attached to the submission (there will be an option for attachments at the end of the process). If number of employees has increased above the threshold of 9, applicant must also complete, notarize, and attach the E-Verify Affidavit to the renewal submission. A copy of the applicants ID must be attached. It business holds a professional license, a current license must be attached as well.

NEWFOR 2024:
The NAICS codes have been updated. Please click on the link below to verify your NAICS code prior to renewing your business license.

Lookup NAICS
Documents can be found below:
Required documents can be found at the following links:
Financial Affidavit
E-Verify Affidavit

NEW FOR 2024:
O.C.G.A. Section 10-24: An Occupational Tax Certificate shall not be issued until all taxes are paid. Visit dallasga.gov to view taxes.

License Type: Business License Application- Generals
Description: THIS IS A TEST

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UPLOAD NOTARIZED DOCUMENTS

City of Dallas Web Page Home Dashboard Apply Today's Inspections Map My Work Pay Invoices Search Q Calendar

Renew License - Business License Application- General *REQUIRED

Attachments

Required documents can be found at the following links:
Financial Affidavit
E-Verify Affidavit

Driver's License or other approved...

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, zip, csv

REQUIRED

Financial Affidavit (Notarized)

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, zip, csv

REQUIRED

Select Type

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, zip, csv

[Next](#)

This is where you will upload the notarized documents along with a copy of your divers license and any professional license that is affiliated with the business.

SUBMIT APPLICATION

Your business application will not be sent to our system until you submit the application. You have the ability to save draft and return to your work whenever you would like. Once you submit your application, our office will review it then send an invoice via a donotreply email. This can be paid online by card or e-check, cash or check.

After the invoice has been paid, you will receive an email with your license. Your license will also be available to print from your CSS Portal account.