



Opening a business in the City of Dallas?

Business License Application Process:

1		Confirm your business is in the city limits Find out here.
2		Submit an Occupational Tax Routing Sheet (Required for all businesses) Click here to submit.
3		Schedule inspections with Paulding County Fire Marshal fireinspections@paulding.gov 678.383.3425
4		Schedule inspections with City of Dallas Community Development melgaydi@dallas-ga.gov dallasga.gov 770.443.8110 ext.1203
5		Complete New Business Application online dallasga.gov/css (Follow the guidelines provided)
		If you are dealing with food, you will need to contact the Paulding County Health Department 770.443.7877
		If you are selling alcohol, you will need to contact the City of Dallas Marshal's Office 770.443.8110 ext. 1016 dallasga.gov/marshal

For questions about the Occupational Tax Application contact Cheyenne Cook
ccook@dallas-ga.gov 770.443.8110 ext.1210

****Home-based Businesses (except daycares) are exempt for inspections. There is a possibility that Community Development, the Marshal's Office or other departments may still have questions or concerns.****

Information you may need:

[NAICS CODE \(6digits\)](#)

[Registration with Secretary of State](#) 404.656.2817

or

[Register the Business Name as a Trade Name w/ Paulding County Superior Court](#) 770.443.7527

[Federal Tax Employer ID \(EIN\) Number](#) 800.829.4933

[Sales and Use Tax ID Number](#) 877.423.6711