

The Essentials of Getting a Business License in Houston County

Who needs a business license? A business is defined as anyone producing a product or offering a service for profit. If you meet this requirement in how you operate, you need a business license to legally provide your goods or services.

What is a business license? A business license (or occupational tax application) registers your business with the governing body of your jurisdiction. This allows you to legally operate and pay taxes accordingly.

When will I be able to get my license? If your business is operating in a commercial zoning, it will at least take a week or two to pass required inspections, make sure all documentation is in order, etc. If you are operating as a home-based business, you will need to apply for a Special Exception first through Planning and Zoning – this process takes 30 to 60 days to complete. Make sure you plan for these time frames in the process of opening your business.

Where do I start? Our Planning and Zoning office is located at 200 Carl Vinson Parkway in the back hall of the Annex building. They can walk you through whether you are in the correct offices for jurisdiction, what the zoning of the proposed location is and how you should proceed. Business licenses are issued in the Commissioners office located in the front hall of the Annex building once you have collected all required information for a commercial location or have been approved for a Special Exception for a home-based location.

Why do I need a physical location? The license must be tied to a physical location for tax purposes. You are welcome to use a P.O. Box for your mailing address, but that is not sufficient for obtaining the license.

How do I apply? The initial application for a business license and/or a Special Exception must be completed in person at the County Annex. If you are simply renewing your yearly license fee, you may pay online.

Further Information

Houston County Planning & Zoning Office

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Houston County Commissioners' Office

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