



Looking to Open a New Business

The City of McRae-Helena is excited that you have considered us to be the location for your new business. To help you get started, we have provided you with a checklist of things you must do and items you must provide before you can begin operating your new business.

The most important thing for you to know is that you should not spend any money or begin any work until you have spoken with our Code Enforcement Officer to ensure your intended business location is zoned appropriately and meets Georgia's construction code requirements for your business type.

Before you begin:

- Meet with the Code Enforcement Officer
- Get the correct zoning information for your business location
- Pass inspection by the Code Enforcement Officer
- Receive a "Certificate of Occupancy"

When ready to apply for your business license, please gather and provide the following information:

- SAVE Affidavit Verifying Lawful Presence (Notarized)
- Private Employer Affidavit (Notarized)
- Provide six digit E-Verify Number if there 10 or more employees
- Copy of valid Driver's License
- Georgia Sales Tax Identification Number (retailers or resellers)
- Federal Identification Number or Social Security Number
- Copy of Valid Professional State License(s) (if applicable)
- Health Report from Telfair County Health Department (if serving food)
- Permanent Resident "Green" Card (non U.S. Citizens only)
- Estimate of the business gross profit from the date of opening through December 31

We are happy to provide any assistance or answer any questions you may have. Please call us at 229-868-6051 or visit us at 25 S First Ave, McRae-Helena GA, 31055.