

City of Oakwood Signs Signs Signs



Before hanging up a sign advertising your business, please call us. Both permanent and temporary signs are regulated by the City of Oakwood to provide a neat, orderly appearance for our community. All signs are reviewed & permitted by Planning & Development for code compliance and approval. For additional information, please contact Planning & Development at (770) 534-2365.

Ready to Open? Check This Out:

- Check with Planning & Development for appropriate zoning & courtesy building inspection prior to signing lease.
- Obtain permit for Tenant Improvement (if necessary).
- Complete Business License and other related applications.
- Verify Home-Based Business License has been approved (if applicable).
- Obtain approval for alcohol license (if necessary).
- Obtain Certificate of Occupancy (Commercial location only).
- Obtain Sign Permit Application (permanent and temporary application).

City of Oakwood Important Numbers

City Clerk Office: (770) 534-2365
City Hall, 4035 Walnut Circle, Oakwood, GA

Planning & Development Department: (770) 534-2365
City Hall, 4035 Walnut Circle, Oakwood, GA

Oakwood Police Department (770) 534-2364
4009 Railroad Street, Oakwood, GA

Other Local & State Info

- Hall County Fire Marshal (770) 531-6838
- Hall County Environmental Health (770) 531-3973
- Gainesville Public Utilities (770) 535-6892
- Flowery Branch Public Utilities (770) 967-6371
- Greater Hall Chamber of Commerce (770) 532-6206
- Lake Lanier Convention Visitor Bureau (770) 536-5209
- Gainesville State College (770) 718-3639
- Lanier Technical College (770) 531-6300
- GA Department of Transportation (770) 532-5520
- GA Secretary of State (www.sos.ga.gov) (404) 656-2881
- GA Department of Revenue (404) 417-4477
(www.etax.dor.ga.us)
- GA Department of Alcohol & Tobacco (404) 417-4490
- GA Department of Agriculture (404) 656-3600
- Georgia Power Company (888) 660-5888
- Jackson EMC (770) 536-2415
- AT&T (887) 253-0009
- Atlanta Gas Light (770) 994-1946
- Atmos Energy (888) 286-6700



City of Oakwood
4035 Walnut Circle
Post Office Box 99
Oakwood, GA 30566

City of Oakwood New Business Guide



Conducting Business in Oakwood

As a new business operator, we welcome you to the City of Oakwood! We are pleased to assist new businesses looking to locate and operate in our City, and we are here to help you succeed. This brochure has been prepared to provide a logical guide to understanding the business licensing procedures.

The best way to ensure a smooth permitting process is through communication; so before you make any commitments come in or call us to benefit from our expertise! This will allow us to work hand-in-hand with you to ensure the maximum possibilities for your business.

We appreciate your time and look forward to a lasting partnership.

Stan Brown
City Manager
City of Oakwood, Georgia





Uncover a Commercial Location within City Limits

Who Needs A Business License?

Anyone conducting business within the city limits must have a business license approved by the Planning Department. The business license fee schedule is available at www.CityofOakwood.net (Municipal Code, Chapter 14, Section 14-23). An updated business license form is required if the business location changes. If you have multiple locations, within the city limits a business license is not required for each location. However, the total number of employees shall be used to calculate the tax owed.

Give us a call or stop by; we will gladly assist you in obtaining the appropriate license for your business. Please call the City Clerk's office at (770) 534-2365 or visit www.CityofOakwood.net (under Taxes & Licenses) for an application.

Working From Home

Businesses operating from a residence within the City will also need a Home-based Business License. The City places certain restrictions on home based businesses to protect your neighbors and neighborhood.

Please check with the Planning Department for all applicable licensing and zoning requirements by calling (770) 534-2365 or visit www.CityofOakwood.net (Oakwood Municipal Code, Section 54-81).

Finding the right location for your business is not always easy, so before you commit to any specific building or space, contact us to verify that the location is appropriate for your business. Our building inspectors are available to perform a courtesy inspection of the location prior to you signing a lease. This courtesy inspection helps us to help you know which applications and licenses are needed for your business at the proposed location.

Prior to moving into your new location, an application for a Certificate of Occupancy must be submitted to Planning & Development for approval by Zoning, Building, Fire and Environmental Health. Below are the tasks each division performs:

Zoning Department....ensures compliance with the City's Development Codes. A zoning representative must verify that your business is being located within the appropriate zoning district.

Building Inspection Department....checks that your location complies with the International Building Safety Standards and that handicap accessibility standards are in place for the interior and exterior of the building. A building inspector must inspect all new commercial business locations within city limits. Each space will be evaluated independently, based on the existing and proposed use.

Tenant Improvements may be needed at your new location. Most repairs or renovations on buildings in the City require a building permit. Construction plans must be submitted and approved by the Building Department prior to a licensed contractor initiating the work. Permits are required for the following:

- Any structural alterations or additions to the existing building or unit to be occupied.
- Any alterations or additions to the existing plumbing, electrical or mechanical systems.
- Partition walls

Fire Inspection....The Hall County Fire Department will work with you to ensure that your site meets all fire and life safety codes. Each business in a commercial location must have a fire inspection prior to obtaining their City Business License and Certificate of Occupancy. Each business will have an annual inspection. For more information, please contact the Hall County Fire Marshal at (770) 531-6838.

Health Regulations....If your business is engaged in food service, tourist accommodations or body art or has a public swimming pool or an on-site sewage system, a permit must be obtained from Hall County Environmental Health. Any change of use to an existing structure requires an evaluation and/or permit. For more information, call Hall County Environmental Health at (770) 531-3973.

After all divisions approve the Zoning Compliance, a Certificate of Occupancy is issued approving your business at the specified location. The Business License and Certificate of Occupancy must be displayed in a conspicuous place at your business location.

Beer, Wine & Distilled Spirits

Anyone conducting a business within the city limits that offers for sale beer, wine or distilled spirits by consumption or package must have a license that's been pre-approved by the Oakwood City Council. Please call the City Clerk's office at (770) 534-2365 or visit www.CityofOakwood.net (Oakwood Municipal Code, Chapter 6).

FAILURE TO COMPLY

Failure to obtain a license can result in penalties. Each day that a business operates without a license constitutes a separate offense.