



Doing Business in Carroll County:

Your Guide to Starting and Maintaining a Small Business

Prepared by

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Introduction

Welcome! This packet has been designed to help you, the small business entrepreneur, start and operate a business within Carroll County. This packet provides an overview of all the basic resources available and the procedures typically followed when “Doing Business in Carroll County.”

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General Information

When starting a small business, there are many details that must be addressed. You can save yourself considerable time, money and trouble by determining what needs to be done ahead of time.

First, you must choose the right business for you. Choosing just any business is okay; choosing one that appeals to your passion is great! Next, learn as much as possible about the endeavor you are about to embark upon, there are numerous resources available to help you during this process. Obtain all economic and operating data on the business in question; determine who and where your target market will be, what facilities will be needed to serve them, and where your prime location will be. You will also need to prepare a business plan, which is a formal document explaining in some detail your plans to develop a financially successful business. The following reasons stress why this is so important:

1. Preparing a business plan will force you think through every aspect of your business.
2. A business plan will serve as your assessment tool, and help you keep track of where you are and where you are going.
3. A business plan will be required if you need the help of outside investors or private lenders.

Please contact the **Small Business Development Center (SBDC)** at the University of West Georgia, 678-839-5082, www.uwgsbdc.org for any additional assistance and training schedules.

After you have decided which business is right for you, the next step would be to find a location in Carroll County which best benefits your business. A good location is the key to bringing together the market and merchandise or service.

The Burson Center. West Georgia’s small business incubator and resource center, may suit your needs for incubating your startup, or the Carroll County Chamber of Commerce maintains a database of available office space and developable land for your enterprise.

The Burson Center may be contacted at 678-890-2333 or www.bursoncenter.com.

I. Land Use and Zoning

After choosing the location of your business, you will need to check the zoning requirements for where your business is to be located if it is in a place other than the established commercial area. Carroll County and the neighboring cities have adopted land use regulations and zoning ordinances. The objective of these controls is to protect existing businesses and to ensure compatibility for future community economic growth. If your business is to be located in a shopping center or is to be purchased from a previous owner, zoning regulations should not be of concern, as long as the business is opened within twelve months of purchase. However, if the facility is to be constructed or an existing building is to be used for a purpose different from what was originally intended, or if extensive remodeling is required, zoning codes should be carefully checked with the County Codes office or the appropriated City Hall.

City of Mt Zion
4455 Mt. Zion Road
Mt. Zion, Georgia 30150
770.832.1622

Carrollton, Georgia 30117
770.830.2000
www.carrollton-ga.gov

City of Temple
337 Sage St
Temple, Georgia 30179
770.562.3369
www.temple.georgia.gov

Carroll County Commissioners Office
423 College Street
Carrollton, Georgia 30117
770.830.5800
www.carrollcountyga.gov

City of Villa Rica
571 West Bankhead Hwy
Villa Rica Georgia 30180
770.459.3656
www.villarica.ofgeorgia.com

City of Bowdon
136 City Hall Avenue
Bowdon, Georgia 30108
770.258.8980 or 8981
www.bowdon.net

City of Carrollton
315 Bradley Street

City of Roopville
P.O. Box 410

Roopville, Georgia
770.854.7723

City of Whitesburg

Main Street
Whitesburg, Georgia 30185
770.832.1184

II. Utilities

When you have procured your business and location, utilities is the ideal next step to consider. The following list provides information for that purpose:

Electricity

Carroll Electric Membership
Corporation
155 North Hwy 113
Carrollton, GA 30117
770.832.3552
www.cemc.com

Georgia Power Company
201 Bankhead Avenue
Carrollton, GA 30117
888.660.5890
www.georgiapower.com

Greystone Power Corporation
4040 Bankhead Hwy
Douglasville, GA 30133
770.370.2038
www.greystonepower.com

Georgia Power Company (Villa Rica)
42 Community Square
Villa Rica, GA 30180
770.459.4038
www.georgiapower.com

Natural Gas

In the state of Georgia, customers are allowed to choose a “gas marketer” in order to start natural gas service. The current list of companies providing service in Georgia is as follows:

Commerce Energy	877.226.5389
Coweta-Fayette EMC Natural Gas	877.746.4362
Gas Key	877.427.1539
Georgia Natural Gas Services	877.850.6200
Infinite Energy Inc.	877.342.5434
Scanna Energy	877.467.2262
Scanna Energy (Regulated Division)	877.245.7742
MX Energy	877.677.4355
Gas South	866.762.6427
Vectren Source	866.200.5693
Walton EMC Natural Gas	866.936.2427

More information on natural gas suppliers can be found on the Georgia Public Service Commission's website: (www.psc.state.ga.us) or by calling 404.656.4501.

Telephone

A T& T
1.866.620.6000
(To establish service)

Communication Services Integrated, Inc (CSII)
105 Park Place Way
Carrollton, GA 30117
770.832.1277

Water and Sewer

Carroll County Water Authority
1737 Bankhead Highway
Carrollton, GA 30117
770.832.1277

City of Bowdon
136 City Hall Avenue
Bowdon, GA 30108
770.258.8985 (Water Plant)
770.258.8980 (City Hall)

City of Temple
P.O. Box 160
Temple, GA 30179
770.562.3369

City of Mt. Zion
P.O. Box 597
Mt. Zion, GA 30150
770.832.1642

City of Carrollton
315 Bradley Street
Carrollton, GA 30117
770.459.7015 (Water Plant)
678.785.1000 (City Hall)

City of Villa Rica
571 W. Bankhead Highway
Villa Rica, GA 30180
770.459.3656 (Water Plant)
678.785.1000 (City Hall)

City of Whitesburg
P.O. Box 151
Whitesburg, GA 30185
770.832.1184

City of Roopville
P.O. Box 410
Roopville, GA 30170
770.854.7723

III. Financial Resources

The next step in securing your business will be to establish a bank account at the bank of your choice. Having an account with a local bank is most useful because it is near your place of business, and it is convenient for deposits and withdrawals or any other necessary transactions. Below is a list of the Carroll County banks.

1. Bank of America	
-Carrollton	770.832.9602
2. BB & T	
-Carrollton	770.834.1071
-Bowdon	770.258.3306
-Bremen	770.537.4844
-Villa Rica	770.452.5734
3. Bank of North Georgia	
-Carrollton	770.836.6900
-Bowdon	770.258.5545
-Bremen	770.537.4414
-Temple	770.562.3278
-Villa Rica	770.459.5717
-Whitesburg	770.832.1384
4. Colonial Bank	
-Carrollton	770.838.7590
5. Community Bank of West Georgia	
-Villa Rica	770.456.9922
6. First Georgia Banking Company	
-Carrollton	770.830.1233
7. First National Bank of Georgia	
-Bremen	770.537.7001
-Carrollton	770.832.3557
-Temple	770.562.8000
-Tallapoosa	770.574.2385

8. First National Bank of Georgia (cont.)	
-Bowdon	770.258.5355
-Carrollton	770.832.3557
-Villa Rica	770.456.8424
9. McIntosh Commercial Bank	
-Carrollton	770.834.6800
10. Regions Bank of Carroll County	
-Carrollton	770.836.1600
-Villa Rica	770.456.1700
11. SouthTrust Bank	
-Carrollton	770.834.2265
12. Suntrust Bank	
-Carrollton	770.834.2374
-Bowdon	770.258.5561
-Villa Rica	770.456.2256
13. United Community Bank	
-Carrollton	770.838.9608
-Villa Rica	770.459.3100

IV. Licensing

Your next step is to obtain the required federal, state and local licenses and permits. Every legal business must have proper licenses to operate. All seven cities of Carroll County are incorporated and therefore, must have the appropriate business license for the designated city. The City Halls for each city are listed in section I. For more information regarding unincorporated areas, please contact the Carroll County Business Codes Office at 770.836.8234.

Also, if you are planning to occupy a new building or use an existing building for new business use, you or the building owner may have to apply for a Certificate of Occupancy from the appropriate city or county zoning department.

Under the law, any business engaged in the processing, handling, storage or distribution of food products must apply for a permit form.

Georgia Department of Agriculture
Consumer Protections Divisions
19 Martin Luther King Jr. Drive
Atlanta, Georgia 30334
404.656.3641
www.agr.georgia.gov

Businesses that will engage in the cooking or preparation of food to be served (restaurants, hotels, nursing homes etc.) are licensed by the county health department.

Carroll County Health Department
1004 Newnan Road
Carrollton, GA 30116
770.836.6667

Special categories of business that concern the public interest are subject to special permits, licensing and inspections such as the following:

Schools	Employment Agencies
Nurseries/Daycares	Securities Dealers
Motor Transport	Financial Dealers
Public Entertainment	

Contact the Georgia Secretary of State for more information at 404.656.7061 or www.sos.georgia.gov.

V. Tax Requirements

By law, every business must obtain a Federal Identification number. To receive this number, contact the following:

U.S. Internal Revenue Service
2900 Chamblee Tucker Rd.
Atlanta, GA 30341
770.455.2040
www.irs.gov

In addition to your Federal I.D. Number, the State of Georgia requires you to collect a retail sales tax. You must apply to the State of Georgia for a sales tax number, which will be sent to you with instructions for collecting, reporting and remitting these tax monies to the State.

State of Georgia
Sales and Use Tax Division
1800 Century Blvd. NE
Atlanta, Georgia 30345
404.417.6605

Also, for information regarding state withholding tax, you may call: 404.417.6605

VI. Record Keeping

Another essential part of a business is the books and record keeping. Two reasons to keep records are: they are required by law and they are useful to the business person in his or her function of managing a business.

Records must be kept to determine the tax liabilities of the individual or business. Regardless of the type of bookkeeping system employed, the records must be permanent, accurate, and complete, and must clearly establish income, deductions, credits, employee information, and anything else specified by federal, state, and local regulations. The law does not require any particular kind of record, only that they be complete and separate for each business.

Double-entry bookkeeping is usually the preferred method for keeping business records, and making use of journals and ledgers. Transactions are entered first in a journal, and then monthly totals of the transactions are posted to the appropriate ledger accounts. The ledger accounts include five categories: (1) Income, (2) Expense, (3) Assets, (4) liability and (5) Net Worth. Income and expense accounts are closed each year; asset, liability, and net worth accounts are maintained on a permanent and continuing basis.

To help you maintain an efficient bookkeeping system, the following is a guide to employment records required by Federal Law:

Income Tax Withholding Records

1. Name, address and social security number of each employee.
2. Amount and date of each payment of compensation.
3. Amount of wages subject to withholding in each payment.
4. Amount of withholding tax collected from each payment.
5. Reason that the taxable amount is less than the total payment.
6. Statements relating to employees' nonresident alien status.
7. Market value and date of noncash compensation.
8. Information about payments made under sick pay plan
9. Withholding exemption certificates.
10. Agreements regarding the voluntary withholding of extra tax.
11. Dates and payments to employees for non-business services.
12. Statements of tips received by employees.
13. Requests for different computation of withholding taxes

Social Security (FICA) Tax Records

1. Amount of each payment subject to FICA tax.
2. Amount and date of FICA tax collected from each payment
3. Explanation for the difference, if any

Federal Unemployment x (FUTA) Records

1. Total amount paid during each calendar year.
2. Amount subject to unemployment tax
3. Amount of contributions paid into the State unemployment fund
4. Any other information requested on the unemployment tax refund

State Board of Workers Compensation

If you have three or more employees, you are required by law to carry workers compensation insurance. For more information, consult your insurance agent and/or call the following:

State of Georgia
Workers' Compensation Board
270 Peachtree Street NW
Atlanta, Georgia 30303
404.656.3875

Fictitious Name Act

If your business uses or will use any name other than your own, you must register under a fictitious name. This regulation does not apply to corporations. You should check with the county where your business will be located.

Trademarks & Service Marks

Trademarks and Service Marks may be registered if desired. The fee is \$15.00 and the registration is good for ten (10) years. Information and applications can be obtained from:

Secretary of State
Trade Marks and Special Services Division
306 West Tower
Two Martin Luther King, Jr. Drive, SE
Atlanta, GA 30334
404.656.2861
www.sos.georgia.gov

Copyrights

Copyright forms are available from the Library of Congress. According to the 1978 revisions of copyright laws, materials set in a tangible medium are automatically copyrighted, but must be registered formally in order for the courts to be able to judge the validity of a claim. More information about the copyright procedure can be obtained from:

U.S Department of Commerce
235 Andrew Young International Blvd. NW
Atlanta, GA 30303
404.880.9000

Bulk Sales Law

If you plan to purchase an established business, you as the purchaser must comply with the Bulk Sales Law. It is required by law that at least five days before the actual purchase, each creditor must be notified personally of the proposed sale. In counties with populations over 200,000, it is necessary to publish this intent to purchase one time no less than seven days prior to completion of the purchase. By all means, consult your local attorney about this procedure.

Incorporation

If you plan to incorporate your business, you will need competent legal services. For more information about this procedure, please contact:

Georgia Secretary of State
Corporations Division
306 West Tower
Atlanta, Georgia 30334
404.656.2185
www.sos.georgia.gov

Patents & Inventions

Publications concerning patent laws, trademarks, and inventions are available at the Government Book Store and Department of Commerce. The Georgia Department of Industry and Trade has an excellent "Inventors Checklist" and related publications. Patent attorneys and agents are listed in your local Yellow Pages. Patent applications should be filed with the Commissioner of Patents and Trademarks at the following address:

U.S. Department of Commerce
Patent and Trademarks Office
1401 Constitution Avenue, NW,
Washington, DC 20230
703.557.3080

Upon completion of the preceding information, you will have maintained a very strong starting position. This information was compiled in the hope to support you and answer questions you may have in deciding on your business.

Further Sources of Information

The Official Small Business Directory to the Federal Government

www.business.gov

Governor's Entrepreneur & Small Business Office
Georgia Department of Economic Development

75 Fifth St. NW, Suite 1200

Atlanta, Georgia 30308

404.962.4820

www.georgia.org

Better Business Bureau of Metropolitan Atlanta, Inc.

503 Oak Place, Suite 590

College Park, Georgia 30349

404.766.0875

(For checking customers, registering complaints, etc.)

Credit Bureau, Inc.

5825 Glenridge Drive, NE

Atlanta, Georgia 30328

404.257.3335

(For credit reporting and collection agencies)

U.S. Government Treasury Department-Internal Revenue Service

401 W. Peachtree St. NW

Atlanta, Georgia 30308

404.338.7962

U.S. Small Business Administration

233 Peachtree Street, NE, Suite 1900

Atlanta, Georgia 30303

404.331.0100