

Gwinnett County Business License

Online Occupational Business License Renewal Guide

First time registering

1. Go to www.gwinnettLicRev.com – Select Online Services page
2. Click [registering](#) or [▶ Haven't got an Account? Register](#)
3. Enter Business Account Number and Last 4 digits of the tax ID/SSN
4. Select [Continue](#)
5. Select [Create Online Profile](#)
6. Fill in all required information
7. Select [Create Profile](#)
8. A confirmation will be sent to the email provided.

Add an account to an existing Gwinnett County Login

1. Go to www.gwinnettLicRev.com – Select Online Services page
2. Login to your Gwinnett County Account
3. Select Add an Account
4. Enter Business Account Number and Last 4 digits of the tax ID/SSN
5. Select [Continue](#)
6. Business Name and Business Location information will display.
7. Select [Add an account](#)
8. Message will appear "Account ## is linked successfully to user id <username>."

Business/Occupation Tax License Renewal

1. Go to www.gwinnettLicRev.com – Select Online Services page
2. Login to your Gwinnett County Account
3. Select [Options ▾](#)
4. Select [License Renewal](#)
5. Verify and enter the required information.
6. Select [Continue](#)
7. Enter required renewal information and select [Continue](#)
8. If all is correct check "I affirm the above reported information is correct and I understand receipts are subject to audit."
9. Select [Continue](#)
10. Attach any required documents (if applicable)
11. Select [Submit Application](#)
12. If no documents were required, the renewal will be auto-approved and an invoice will be created.
13. Select Print Certificate to print a copy of the Business License. *
The original will be sent in the mail.

Business/Occupation Tax License Renewal (Con't)

If documents were submitted, the renewal will be reviewed within 3 –4 business days.

- If the renewal application was approved an invoice will be sent to the email provided with approval and a link for payment.
- If the renewal application was rejected, an email with the reason for rejection and the renewal application will need to be re-submitted.

Business Occupation Tax Payments

1. Go to www.gwinnettLicRev.com – Select Online Services page
2. Login to your Gwinnett County account
3. Select [Options ▾](#) next to the account
4. Under Business Occupational Tax select [Make Payment](#)
5. Select to view or print a copy. [Print Bill](#)
6. To make the payment select [Pay Online](#)
7. Select Payment Type and enter required information
8. Select [Continue](#)
9. Verify information and select [Submit Payment](#)
10. Once the payment is accepted, a confirmation is displayed and sent to the email address provided.

Print Most Recent Business Occupation Tax Certificate

1. Go to www.gwinnettLicRev.com – Select Online Services page
2. Login to your Gwinnett County account
3. Select [Options ▾](#) next to the account
4. Select the option to [Print Certificate](#)
5. The option to open or save the document will display. Open document and print.



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