

Gwinnett County Business License

Online Occupational Business License Renewal Guide

First time registering

1. Go to the Licensing and Revenue– 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 the Licensing and Revenue– 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 the Licensing and Revenue– 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 the Licensing and Revenue 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 the Licensing and Revenue–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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