

**C-STORE NEW FACILITY CHECK LIST**

Store #:  
 Store Name:  
 Manager:  
 Phone #:  
 Address:  
 City:  
 State:  
 Zip:

**THE STATE OF GEORGIA HAS 256 MUNICIPALITIES WITH UNIQUE REQUIREMENTS FOR BUSINESSES - NEW OPERATORS SHOULD ALWAYS CHECK WITH THEIR LOCAL CITY PLANNER AND COUNTY FOR LOCAL LICENSES, BOND REQUIREMENTS, AND MISCELLANEOUS SALES RESTRICTIONS**

REQ'D LICENSES	Gov. Level	Agency/Vendor	Phone #	Website	Date Started	Date Rec'd	Renewal Period	Ren. Date
Tax ID #	Federal	US IRS	1.800.829.4933	<a href="http://apply.irs-tax-id-number.com/">http://apply.irs-tax-id-number.com/</a>				
Tax ID #	State	Dept. of Revenue	1.877.423.6711	<a href="https://gtc.dor.ga.gov/">https://gtc.dor.ga.gov/</a>				
Business License	Local	<i>Varies by Location</i>						
Certificate of Occupancy	Local	<i>Varies by Location</i>						
Temp. Cert. Occupancy (if needed)	Local	<i>Varies by Location</i>						
Beer & Wine License	Federal	Alc/Tob Tax & Trade	1.866.927.2533	<a href="http://ttb.gov">ttb.gov</a>				
Beer & Wine License	State	Dept. of Revenue	1.877.423.6711	<a href="https://dor.georgia.gov/retail-dealer">https://dor.georgia.gov/retail-dealer</a>				
Beer & Wine License	Local	<i>Varies by Location</i>						
Agricultural License	State	Dept. of Agriculture	404.586.1411	<a href="http://www.agr.georgia.gov/licensing.aspx">http://www.agr.georgia.gov/licensing.aspx</a>				
Food Sales License	State	Dept. of Agriculture	404.586.1411	<a href="http://www.agr.georgia.gov/">http://www.agr.georgia.gov/</a>				
Alcohol and Tobacco Tax Stamp	Federal	Alc/Tob Tax & Trade	1.404.427.2600	<a href="http://ttb.gov">ttb.gov</a>				
Tobacco License	State	Dept. of Revenue	1.877.423.6711	<a href="https://dor.georgia.gov/retail">https://dor.georgia.gov/retail</a>				
Tobacco License	Local	<i>Varies by Location</i>						
Sales Tax Number	State	Dept. of Revenue	1.877.423.6711	<a href="https://dor.georgia.gov/tax-registration">https://dor.georgia.gov/tax-registration</a>				
Motor Fuel Taxes	State	Dept. of Revenue	1.877.423.6711	<a href="http://dor.georgia.gov/motor-fuel-rates">http://dor.georgia.gov/motor-fuel-rates</a>				
Fuel Pump Registration	State	Dept. of Agriculture	404.586.1411	<a href="http://www.agr.georgia.gov/licensing.aspx">http://www.agr.georgia.gov/licensing.aspx</a>				
Verification of Lawful Presence	State	Dept. of Agriculture	404.586.1411	<a href="http://www.agr.georgia.gov/">http://www.agr.georgia.gov/</a>				
Lottery License	State	GA Lottery	404.215.5000	<a href="https://www.galottery.com/retailers/tools">https://www.galottery.com/retailers/tools</a>				
COAM Licenses	State	GA Lottery	404.215.5000	<a href="https://www.galottery.com/retailers/">https://www.galottery.com/retailers/</a>				
GACS Services	State	GACS	770.736.9723	<a href="http://www.gacs.com/services/">http://www.gacs.com/services/</a>				
Background Checks	State	GACS	770.736.9723	<a href="http://www.gacs.com/services/">http://www.gacs.com/services/</a>				
Dispenser Decals	State	GACS	770.736.9723	<a href="http://www.gacs.com/services/">http://www.gacs.com/services/</a>				
Drug Screens	State	GACS	770.736.9723	<a href="http://www.gacs.com/services/">http://www.gacs.com/services/</a>				
Employment Posters	State	GACS	770.736.9723	<a href="http://www.gacs.com/services/">http://www.gacs.com/services/</a>				
DOT Logo Signs	State	GACS	770.736.9723	<a href="http://www.gacs.com/services/">http://www.gacs.com/services/</a>				
GA Environmental Protection	State	Dept. Natural Resources	404.363.7000	<a href="https://epd.georgia.gov/">https://epd.georgia.gov/</a>				

Fuel Tank Registration	State	GA Dep. Environ. Pro.	404.363.7000	<a href="https://epd.georgia.gov/">https://epd.georgia.gov/</a>				
Land Protection	State	GA Dep. Environ. Pro.	404.363.7000	<a href="https://epd.georgia.gov/">https://epd.georgia.gov/</a>				
Watershed Protection	State	GA Dep. Environ. Pro.	404.363.7000	<a href="https://epd.georgia.gov/">https://epd.georgia.gov/</a>				
Air Protection	State	GA Dep. Environ. Pro.	404.363.7000	<a href="https://epd.georgia.gov/">https://epd.georgia.gov/</a>				
Utilities- Electric	Local	<i>Varies by Location</i>						
Utilities - Natural Gas	Local	<i>Varies by Location</i>						
Utilities - Water/Sewer	Local	<i>Varies by Location</i>						
Utilities - Waste Management	Local	<i>Varies by Location</i>						
Utilities - Telephone	Local	<i>Varies by Location</i>						
Liability Insurance	Individual	<i>Varies by Location</i>						
Worker's Comp Insurance	Individual	<i>Varies by Location</i>						
WIC Registration	State	Dept. Public Health	404.657.2700	<a href="https://dph.georgia.gov/vendor-information">https://dph.georgia.gov/vendor-information</a>				
SNAP Registration	Federal	US Dept. Of Agr.	404.562.7099	<a href="http://www.fns.usda.gov/snap/retailers-0">http://www.fns.usda.gov/snap/retailers-0</a>				
Fire Marshal Services	State	Office of Insurance	404.656.2070	<a href="http://www.oci.ga.gov">www.oci.ga.gov</a>				
Self Service Permit	State	Office of Insurance	404.656.2070	<a href="http://www.oci.ga.gov">www.oci.ga.gov</a>				
Liquified Petroleum Gas Licenses	State	Office of Insurance	404.656.2070	<a href="http://www.oci.ga.gov">www.oci.ga.gov</a>				
Certificate of Occupancy	Multiple	Office of Insurance	404.656.2070	<a href="http://www.oci.ga.gov">www.oci.ga.gov</a>				
Sprinkler Plan Review	Multiple	Office of Insurance	404.656.2070	<a href="http://www.oci.ga.gov">www.oci.ga.gov</a>				
Retailer License	State	Office of Insurance	404.656.2070	<a href="http://www.oci.ga.gov">www.oci.ga.gov</a>				
Fire Alarm	Multiple	Office of Insurance	404.656.2070	<a href="http://www.oci.ga.gov">www.oci.ga.gov</a>				
Portable Fire Ext. Permit	State	Office of Insurance	404.656.2070	<a href="http://www.oci.ga.gov">www.oci.ga.gov</a>				

**REMEMBER - YOUR INDIVIDUAL SUPPLIERS FOR FOOD, FUEL, ETC., WILL LIKELY HAVE ADDITIONAL REQUIREMENTS**

**ENSURE YOU HAVE COMPLETED ANY NECESSARY STEPS WELL AHEAD OF YOUR STORE'S INTENDED OPENING DATE**

<b>INSPECTIONS</b>								
Land Surveyor	Local	<i>Varies by Location</i>						
Fire Department Inspection	Local	<i>Varies by Location</i>						
Health Inspection	Multiple	Dept. of Agriculture	404.657.2700	<a href="http://www.agr.georgia.gov/">http://www.agr.georgia.gov/</a>				
Environmental Inspection	Multiple	Dept. of Agriculture	404.657.2700	<a href="http://www.agr.georgia.gov/">http://www.agr.georgia.gov/</a>				
Building Inspection	Local	City Planning/Zoning						
Electrical Inspection	Local	<i>Varies by Location</i>						
Plumbing Inspection	Local	<i>Varies by Location</i>						
Handicap Accessibility Inspection	State	Georgia ADA	1.800.436.7442	<a href="https://ada.georgia.gov/">https://ada.georgia.gov/</a>				
SNAP/EBT Inspection	State	US Dept. of Agriculture	404.562.7099	<a href="http://www.fns.usda.gov/snap/retailers-0">http://www.fns.usda.gov/snap/retailers-0</a>				

**POST ALL LICENSES, SIGNAGE, STAMPS OR STICKERS AT YOUR LOCATION AS REQUIRED**

NECESSARY PURCHASES	COMPANY/BRAND	COST	UNIT IDENTIFICATION	PURCHASED	INSTALLED	INSPECTED
<i>This list is a reference, but is not exhaustive</i>						
Point of Sale System						
Telephone Service						
Internet Service						
Security Systems						
Cameras						
Alarms						
Safety Glass						
Night Drop						
Secure Safe						
Insurance						
Waste & Recycling						
Signage, Banners, Graphics, Etc.						
Janitorial Supplies/Service						
Pest Control						
Store Stock						
Store Shelving, Displays, Etc.						
Storage, FOH & BOH						
Cooler Units						
Beverage Lines						
Coffee/Tea Machines						
Soda Fountain Equipment						
Utensils, Cups, Napkins, Etc.						
Employee Break Room Supplies						
Table & Chairs						
Personal Item Lockers						
Office Supplies						
Computer						
Furniture - Desk, Chairs, Etc.						
Parking Lot Signage						
Dumpster						
Floor Mats						
Keys						

First Aid Supplies								
Employee Manuals								
Manual Translations								
<b>THIS LIST DOES NOT INCLUDE EQUIPMENT, PUMPS, TANKS, STORE REMODELING, ETC.- IF UNSURE OF WHAT YOU NEED, CONTACT GACS OR YOUR SUPPLIERS</b>								