

Carroll County ePs Business License Workflow

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[Create Business License](#) [Create Permit](#) [Create Plan Review](#)

Your Projects

These are the projects in the EPS system that you have access to.

[Help and Information](#)

Id	Status	Create Date	Name	Message
You have no projects in the system.				

Your Projects

These are the projects in the EPS system that you have access to.

Id	Status	Create Date	Name
BL2023-1163	S	2023-03-09	Demo Business License

Go to Step 5 if there is an existing renewal on the home page. Select the ID Starting with BL(current year)...

For Renewal

On the Home Page, if there is not a Project (Business License) ID contact support at 678-898-0610 or support@eplansolution.com. If there is a current Business License ID select the ID and proceed to Step 5

Creating a New Business License or a Business License Renewal

1. Select Create Business License

Home » Create Project (1 of 3)

Create Project: Step 1 of 3

In this web flow, you are going to create a new project in EPS.

Project Information Identifying information at the high level

Name * ✓ This name is good

Description *

Applicant Who is submitting this project, and will be primary contact

Use Login Information : User, Demonstration

Owner Party ultimately responsible for this project.

Same As Applicant

Name *

Company

Email *

Phone Number *

Address

Enter your address. If your address doesn't appear, complete the address entry with street address, city, state and zip.

[On to Step 2: Location »](#)

Enter the business name.

Enter a description of the business.

Select the checkbox if the applicant is the logged in user.

Select the checkbox if the Owner is the same as the applicant.

2. Complete Business License project information, Select On to Step 2

Carroll County ePs Business License Workflow

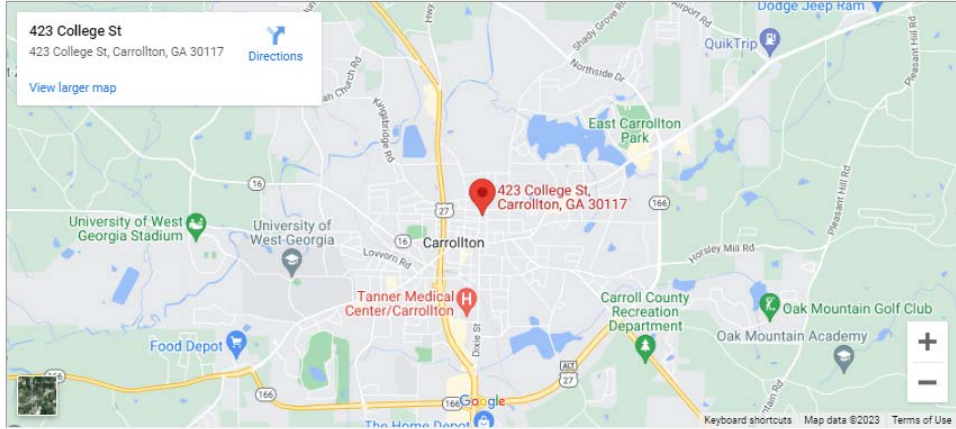
Project Location Where is your project located?

Make sure you select the most accurate location for your project. This is how fields such as tax identifier are calculated, and selecting the wrong location may delay your project.

[Yes, I have an Address](#) [No, I don't have an Address](#) **Enter the address**

423 College Street, Carrollton, GA, USA

If no matching address looks correct, please do your best to type the address in the box above.



423 College St
423 College St, Carrollton, GA 30117
[View larger map](#) [Directions](#)

Make sure the location you've selected looks correct in the map above.

[« Back to Step 1](#) [On to Step 3: Detailed Information »](#)

Create Project: Step 3 of 3 P1

In this web flow, you are going to create a new project in EPS.

Home » Create Project (3 of 3)

Create Project: Step 3 of 3

In this web flow, you are going to create a new project in EPS.

Select Project Type What type of Permit, License or Plan Review are you submitting?

Select Project Type What type of Permit, License or Plan Review are you submitting?

You are applying for a...

Business License

Occupational Tax Certificate or Home Occupation

3. Select Business License from the dropdown menu.

Select the type of License(s) being applied for

Use control or shift to select multiple licenses

License Type

- Home Occupation
- Commercial Business
- Sign Permit
- Beer and Wine, Retail

Beer & Wine licenses must be applied for separately. Commercial Business and Sign Licenses may be applied for together

Business Contact Details

Business Name	Contact Name	Contact Phone	Contact Type	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Business Mailing Address	Suite	Business City	Business State	Business Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Complete the detailed information and select Create Project

Carroll County ePs Business License Workflow

BL2023-1163: Demo Business License
Demonstration for Business Licenses both New and Renewal

License Status: Not Approved

Project Status: Open to Files

Unpaid Fees!
This project contains unpaid fees which block critical actions from continuing, such as file submittals and review. Please pay these fees in order to continue the review process.

Holds Details Open Files (0) Submittals (1) Communication Fees (\$5.00) Inspections Other

Fees
This page keeps track of all fees and special assessments. You can select the button at the bottom to create a new fee, or click the name of an existing fee to edit it or mark it as paid.

Total Account Balance: **\$5.00**

\$5.00 - ePlan Solution Fee (2023-03-09)
The ePs service fees are required prior to uploading files for review. Unpaid

Pay Now

5. Pay ePs Fee by selecting Pay Now

Holds Details Open Files (0) Submittals (1) Communication Fees (\$0.00) Inspections Other

Submittals
For a new submittal, starting with submittal 2, select "New Submittal". To upload files for review, select Manage Files.

Submittal 1

Not Ready For Review! This submittal is not ready for review for the following reasons:
✘ There are no files uploaded; you must upload at least 1 file.

Type	Size	Create Date	Name
No files exist in this submission.			

Manage Files Submit for Review »

New Submittal

If there is not a current submittal, select New Submittal

6. Select the Submittals tab and then Manage Files

Files(0)
Select a file using the 'Upload' button to start uploading. To remove a file that has been previously approved, select the file and then Delete.

Upload Delete Rename Merge Files Back to BL2023-1163 Submit for Review »

File uploads not working?

Open

File name: Demo Business License Documents

All Files

Open Cancel

7. Select Upload then find the documents to send to the County. Select Open when done.

Files(1)
Select a file using the 'Upload' button to start uploading. To remove a file that has been previously approved, select the file and then Delete.

Type	Size	Name	Comment
	261 KB	Demo Business License Documents.pdf	

Upload Delete Rename Merge Files Back to BL2023-1163 Submit for Review »

File uploads not working?

8. Select Submit for Review (note: Once the project is under review, additional files cannot be uploaded)

The county will review the documentation for approval and add the current Business License fee. **ePs will send notification that the fee has been made available for payment, however, applicants should check their project periodically incase the ePs communication has been blocked by filters or ISP's**

Carroll County ePs Business License Workflow

Holds Details Open Files (0) Submittals (1) Communication Fees (\$1060.00) Inspections Other ▾

Fees
This page keeps track of all fees and special assessments. You can select the button at the bottom to create a new fee, or click the name of an existing fee to edit it or mark it as paid.

Total Account Balance: **\$1060.00**

\$1060.00 - Business License Fee (2023-03-09) Unpaid

Tax Class Rate: 0.0005 Gross Receipts: 2000000 Sign? (25 if true): true Home Occupation: false Is Late?: (10% if true): false Admin Fee: 35 Prorated: 0 New Commercial: (25 if true): false Total Cost: 1060.00

[Pay Now](#)

9. Pay County Business License Fee

BL2023-1163: Demo Business License License Status: Approved

Demonstration for Business Licenses both New and Renewal Rescind

[Edit](#) [Close](#)

Project Status ⓘ : S Submittal Open

Holds Details Open Files (1) Submittals (1) Communication Fees (\$0.00) Inspections Other ▾

Open Files
This section is for uploading/downloading any type of file, regardless of a submission. It is useful for one time file transfers, or for images/documents that exist throughout the life of a project.

Other Files

Type	Size	Create Date	Name (Click to Download)	Uploaded By
	83 KB	2023-03-09	+ License_2023-03-09.pdf	User, Admin

10. Update Business Details

Project Status ⓘ : F Open to Files

Holds **Details** Open Files (0) Submittals (1) Communication Fees (\$0.00) Inspections Other ▾

Select Details and scroll to the bottom of the page. Select “Change Information”. Update the details and select “Update”.

11. Once all documents and payments have been completed and the Business License Approved, the License will be located in the Open Files tab of the project.