

# **OCCUPATIONAL TAX CERTIFICATE**

### Fayette County, Georgia

140 Stonewall Avenue West, Suite 202, Fayetteville, GA 30214 770-305-5421

### **Occupational Tax Certificate:**

An Occupational Tax Certificate must be obtained before your business can open. Please note, the Occupational Tax Certificate **DOES NOT** establish your business. **It is NOT a business license.** The Occupational Tax Certificate only creates your Fayette County tax account. Additionally, the Occupational Tax Certificate does not exempt you from building safety and other regulatory requirements. Please be sure to comply with all state, county and local requirements associated with operating your business.

### For Home-Based Businesses

- □ Provide a Valid Form of Identification (choose one of the following):
  - 1. A state ID, Driver License, or United States passport
  - 2. A United States military identification card
  - 3. A U.S. Permanent Resident card or Alien Registration Receipt card
  - 4. An Employment Authorization Document
- □ Submit a completed Fayette County Occupation Occupational Tax Certificate Application
- Submit a completed Affidavit Verifying Status for County Public Benefit (Must be signed in front of a Notary)
- □ Submit a completed Private Employer Affidavit (Must be signed in front of a Notary)
- □ Submit a copy of your Business Name/ Status:
  - a. Sole-Proprietor and partnerships requiring a Trade Name (applied with the County Clerk of Superior Courts)
  - b. LLC and Corporations require Georgia Secretary of State documentation.
  - A Completed Conditional Use Permit (CUP) for Home Occupation Form and payment of CUP fee of \$30
- Derived Proof of Residency (Driver License with address or Utility Bill)

### SPECIAL DOCUMENTS

- State Contractor Agreement (Cottage Food, Auto Sales, Private Home Care, Catering, Food Sales, etc.)
- Special Uses (Tourist Accommodation, Airbnb....) Contact Fire Marshal
- Copy of your State of Georgia Professional/Trade License/Georgia Department of Agriculture License (if applicable)

### For Commercial Businesses

- □ Provide a Valid Form of Identification (choose one of the following):
  - 1. A state ID, Driver License, or United States passport
  - 2. A United States military identification card
  - 3. A U.S. Permanent Resident card or Alien Registration Receipt card
  - 4. An Employment Authorization Document
- □ Submit a completed Fayette County Occupation Occupational Tax Certificate Application
- Submit a completed Affidavit Verifying Status for County Public Benefit (Must be signed in front of a Notary)
- Submit a completed Private Employer Affidavit (Must be signed in front of a Notary)
- □ Submit a copy of your Business Name/ Status:
  - a. Sole-Proprietor and partnerships requiring a Trade Name (applied with the County Clerk of Superior Courts)
  - b. LLC and Corporations require Georgia Secretary of State documentation.
  - Proof of ownership for the property OR a copy of your rental agreement
- A completed Parking Space Allocation Form (This Form must be Filled & Signed by Property Owner)
- A completed Certificate of Zoning Compliance Form (This Form must be Filled & Signed by Property Owner)

### SPECIAL DOCUMENTS

- State Contractor Agreement (Cottage Food, Auto Sales, Private Home Care, Catering, Food Sales, etc.)
- Special Uses (Tourist Accommodation, Airbnb....) Contact Fire Marshal
- Copy of your State of Georgia Professional/Trade License/Georgia Department of Agriculture License (if applicable)

**FOR COMMERCIAL USES:** a separate application AND fee may be required by the Fire Marshal's and/or Environmental Health Department based on the results of your review.

### Submission and Review Process:

- 1. Complete, sign and notarize all necessary paperwork
- 2. Submit application with paperwork to Sages
- 3. Application will be reviewed by each required department listed below.
  - a. If you have any questions, please contact the department the application is currently being reviewed by at the number listed below.
- 4. If any fees are due, you will receive a notification email with a payment link to pay online from the department issuing the fee.
- 5. Once all department reviews are completed and approved your application will go to Finance, which issues the Occupational Tax Certificate.

When all departments have reviewed and approved the application, you will receive an email from SAGES stating the fee for the Occupational Tax Certificate is due. **This fee can be paid online or in the Finance Department, Suite 101.** 

Sages Application Portal: https://sagesgov.com/fayettecounty.ga

## **CONTACT NUMBERS**

### Planning & Zoning

770-305-5421

### **Environmental Health**

770-305-5415

### Building Safety Department (2 Approvals Needed)

770-305-5403

### Fire Marshal

770-305-5414

### Finance Department (To pay fee & receive certificate) 770-305-5413

### https://sagesgov.com/fayettecounty.ga

#### OCCUPATIONAL TAX CERTIFICATE APPLICATION FAYETTE COUNTY, GEORGIA

140 Stonewall Avenue W Suite 202 Fayetteville, GA 30214 *Please Print & Answer All Questions. Complete Both Pages.* 

<u>BU</u>	SINESS INFO - *Required Fields					
1.	Is this a home-based business?*					
2.	Legal Name of Business*					
3.	Doing Business As (if applicable)					
4.	Phone Number*					
5.	Street Address*					
	City/State/Zip*					
6.	Mailing Address					
	City/State/Zip*					
7.	E-Mail Address*					
8.	Business Structure:  Sole Proprietor  Partnership  LLC*  LLP**  Corporation**  **Documentation Required					
	If the business is an LLC or corporation, please indicate the complete name and address exactly as it is					
	registered with the Georgia Secretary of State's Office:					
	Corporation Address					
	City/State/Zip					
9.	Exempt Status: 🗆 Non-Profit <sup>**</sup> 🗆 Disable Veteran Owned** <b>**Documentation Required</b>					
10.	Business Activities* (be specific as to what type of activity will be performed at the business address)					
11.	NAICS Code* NAICS Descriptor*					
	PLICANT/OWNER INFO					
	Name* Phone Number* (Home) (Cell)					
	Street Address					
1-7.	City/State/Zip*					
15.	Mailing Address					
	City/State/Zip					
<u>EM</u>	<b>IPLOYEE INFO</b> (include all owners and employee you currently have or plan to hire in the calculations)					
16.	Total <u>Hours</u> worked by all Part-Time employees/week: <b>*</b>					
17.	Total Equivalent Full-Time employees <i>(divide the answer "16" by 40)</i> : <b>*</b>					
18.	Total <b>Number</b> of Full-time employees who work 40+ hours/week: *					
19.	Total Number of Workers (add "17" and "18") *					
	CENSES AND REGISTRATION					
20.	Tax ID (EIN) #*         GA Sales & Use Tax #*         E-Verify					
21.	Are you operating a home-based bakery? *					
22.	Does your occupation require a state license? * 🗆 Yes 🛛 No 🛛 If yes, please provide the license information below.					
	License Type State License # Expiration Date					
	License Type        Expiration Date					

#### **PROPERTY INFORMATION**

23.	Do you own or rent the business address? *	$\Box$ Own (provide record of ownership)	Rent (provide rental lease)
24.	If renting, provide the property owner(s) name		

25. Square footage used for business? \* \_\_\_\_\_ Tax Assessor Status\* Residential Commercial

#### ACKNOWLEDGMENT\*

I, the undersigned applicant, do swear that the foregoing statements and facts are true, that no false or fraudulent statement is made herein; that such answers were made in order to procure an Occupational Tax Certificate; that any falsehoods may be grounds for dismissal of this application or subsequent revocation of the Certificate; and that should the number of employees reflected above increase, I will notify the Department. I understand that unless all accrued, outstanding, or delinquent real and/or personal property taxes due of applicant/owner and location of business are paid, my Occupational Tax Certificate will not be renewed, and any fee that has been remitted in connection with this renewal will be returned.

		Seal
Signature of Applicant/Owner	Date	
Notary	 Date	
My Commission Expires:		

**ZONING COMPLIANCE AGREEMENT\*** 

I, the undersigned applicant, do swear that the information supplied regarding the proposed business use is true, that no false or fraudulent information is provided herein, and I do hereby agree to comply with the ordinances of Fayette County. I understand and agree that any error, misstatement, or misrepresentation of fact, either with or without intention on my part or change in the type of business without approval of the Planning and Zoning Department's subsequent to the issuance of an Occupation Tax Certificate shall constitute sufficient grounds for revocation of said certificate.

Signature of Applicant/Owner

Date

Date

Notary My Commission Expires: \_\_\_

#### FOR PROFESSIONS REQUIRING A STATE LICENSE

I, the undersigned applicant, I hereby swear that the information stated in this application is true, that no false or fraudulent statement is made herein; that any falsehoods may be grounds for termination of this application and revocation of any existing business licenses. I acknowledge that my business or profession requires a license issued by the state, and agree to operate my business according to Federal, State, and Local laws, ordinances, and regulations. I confirm that I will not present my Occupation Tax Certificate to anyone in a manner that implies it is proof of being a licensed contractor.

Seal

Seal

Signature of Applicant/Owner

Date

Notary My Commission Expires: \_\_\_\_\_ Date

### AFFIDAVIT VERIFYING STATUS FOR COUNTY PUBLIC BENEFIT APPLICATION PURSUANT TO O.C.G.A. § 50-36-1

#### Fayette County, Georgia

By executing this affidavit under oath, as an applicant for a **Business Occupational Tax Certificate**, or other public benefit as referenced in O.C.G.A. § 50-36-1, administered by **Fayette County, Georgia**, the undersigned applicant verifies one of the following with respect to my application for a public benefit for:

(insert name of business, corporation, partnership or other private entity on behalf of which person is applying)

- 1) \_\_\_\_\_ I am a United States citizen
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secured and verifiable document, as required in O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

(list the verifiable document provided)

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia, and face criminal penalties as allowed by such criminal statute.

Signature of Applicant

Date

Printed Name

FOR NOTARY USE ONLY

Stamp/Seal Below:

COUNTY OF FAYETTE SIGNED AND SWORN BEFORE ME ON THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_\_, 20 \_\_\_\_\_

STATE OF GEORGIA

BY \_\_\_\_\_

Printed name of making statement
WHO PRODUCED \_\_\_\_\_

ID type and number

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

THIS FORM MUST ACCOMPANY YOUR APPLICATION FOR AN OCCUPATIONAL TAX CERTIFICATE

### PRIVATE EMPLOYER AFFIDAVIT PURSUANT TO O.C.G.A. § 36-60-6(d)

Fayette County, Georgia

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a Business License/Occupational Tax Certificate or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d)

#### Section 1. Please check only one:

- (A) \_\_\_\_\_ On January 1st of the below-signed year, the individual, firm, or corporation employed <u>more than</u> ten (10) employees.<sup>1</sup>
- \*\*\* If you selected Section 1(A), please <u>complete Section 2</u> and then execute.
- (B) \_\_\_\_\_ On January 1st of the below-signed year, the individual, firm, or corporation employed ten **(10) or fewer** employees.<sup>1</sup>
- \*\*\* If you selected Section 1(B), <u>skip Section 2</u> and then execute below.

#### Section 2. Federal Work Authorization Registration

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization Number

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

Signature of Applicant

Date

Printed Name

FOR NOTARY USE ONLY

Stamp/Seal Below:

SIGNED AND SWORN BEFORE ME ON THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_\_, 20 \_\_\_\_\_

BY \_\_\_\_

Printed name of making statement

WHO PRODUCED

STATE OF GEORGIA

COUNTY OF FAYETTE

ID type and number

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

<sup>1</sup> To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.

## **OTC INTAKE CHECKLIST**

Home-Based Review	Commercial Review			
*ID/Passport	ID/Passport			
Application	Application			
Public Benefit Affidavit	Public Benefit Affidavit			
*Employer Affidavit	*Employer Affidavit			
Business Status – Official State or	Business Status – Official State or			
County	County			
Home Occupation – Conditional	*Rental Agreement or Proof of			
Use Permit	Ownership			
Proof of Residency	Zoning Compliance Form			
	Parking Space Allocation Letter			
<u>Special Documents</u>				
State Contractor Agreement	Special Documents			
(Cottage Food, Auto Sales, Private	State Contractor Agreement			
Home Care, Catering, Food Sales,	(Cottage Food, Auto Sales, Private			
etc.)	Home Care, Catering, Food Sales,			
Special Uses (Tourist	etc.)			
Accommodation, Airbnb)	Special Uses (Tourist			
*Contact Fire Marshal	Accommodation, Airbnb)			
Copy of your State of Georgia	*Contact Fire Marshal			
Professional/Trade	Copy of your State of Georgia			
License/Georgia Department of	Professional/Trade			
Agriculture License (if	License/Georgia Department of			
applicable)	Agriculture License (if			
	applicable)			

### FOR OFFICIAL USE ONLY

Finance Department Use:			Planning & Zoning Use:			
New Update	License #	District	Land Lot	Zoning District	Parcel #	
Cash Check # Money Order Credit/Debit Card			Allowable for Business Use Not Allowable for Business Use			
Finance Signature	Date BOTSS Reporting	Yes IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	ompliance ro No ator or director sign r or technician sign	nature required)	ning & Zoning Signature e	