



BUSINESS LICENSE

APPLICATION

130 JACOB'S WAY
SUITE 104
CLARKESVILLE, GA 30523
P: 706-839-0144 F: 706-754-1761

RATES (Based on Number of Employees)

0-5	\$50.00	Base Fee	\$ _____
6-10	\$100.00	Regulatory Fee (if applicable)	\$ _____
11-15	\$150.00	Penalty due after Jan 31 st	\$ _____
16-30	\$200.00	Administrative Fee	\$ <u>25.00</u>
31-50	\$200.00		
51+	\$400.00	TOTAL	\$ _____

NEW RENEWAL

Date _____ Check # _____

PLEASE WRITE LEGIBLY

Business Name & "Doing Business As" Name _____

Business location _____
Number & Street Name City State Zip

Business mailing address _____
If different from above

E-Mail Address _____ Business Phone (____) _____

Total number of employees _____ State License number _____
If applicable

Date business opened/will open _____ Is this business located outside of city limits? _____
If NO, you must apply through city

E-Verify Number (If over 10 Employees) _____ E-Verify Authorization Date _____

Business Type (**be very specific** as to what you will be doing):

OWNERSHIP Sole Proprietor Partnership Corporation LLC

Choose ONE

If corporation or LLC, what is the **EXACT**, complete name as it is registered with the Georgia Secretary of State's Office:

Name of Owner if Sole Proprietorship, or name of officer if Corp. or LLC Home/Corporate Address City State Zip

Home Phone number Cell Number Fax Number

Additional Owner's name if partnership Home Address City State Zip

Home Phone number Cell Number Fax Number

The refusal to provide the information above shall be provided to the Georgia Department of Revenue.
The failure or refusal of such person to provide such information shall not toll or extend the time of
payment established for such occupation tax or regulatory fee under Code Section 48-13-20
MAKE CHECKS PAYABLE TO HABERSHAM COUNTY

IMPORTANT ALONG WITH THIS APPLICATION, PLEASE BRING **ORIGINAL** GOVERNMENT ISSUED PHOTO ID OF ALL OWNERS AND/OR PRESIDENT OF THE CORPORATION (corporate officer MUST be on Georgia Secretary of State's Website), PERMANENT RESIDENCE CARD (if applicable), OCCUPANCY PERMIT SHOWING THE BUSINESS PHYSICAL ADDRESS (Issued by the Building & Planning Dept.) AND ANY OTHER REQUIRED DOCUMENTATION. ALL THESE ITEMS MUST BE SUBMITTED BEFORE ANY BUSINESS LICENSE CAN BE ISSUED.

REGULATORY FEE CERTIFICATE

At its November 21, 2005 meeting, the Habersham County Commission adopted an ordinance imposing a regulatory fee, as authorized by O.C.G.A. 48-13-9, in the amount of \$25.00. ***IF*** your business falls in one of the following categories listed below, an additional \$25.00 fee applies to complete the Business License application. Please indicate below if your business falls into one of the categories listed but not limited to:

- | | |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Building and construction contractors, subcontractors, and workers | <input type="checkbox"/> Modeling agencies |
| <input type="checkbox"/> Carnivals | <input type="checkbox"/> Massage parlors |
| <input type="checkbox"/> Taxicab and limousine operators | <input type="checkbox"/> Landfills |
| <input type="checkbox"/> Tattoo artists | <input type="checkbox"/> Auto and motorcycle racing |
| <input type="checkbox"/> Stables, animal shelters, and animal rescue facilities | <input type="checkbox"/> Businesses which provide appearance bonds |
| <input type="checkbox"/> Shooting galleries and firearm ranges | <input type="checkbox"/> Boxing and wrestling promoters |
| <input type="checkbox"/> Scrap metal processors | <input type="checkbox"/> Hotels, motels, and boarding houses
(lodging of any kind, including cabin rental) |
| <input type="checkbox"/> Pawnbrokers | <input type="checkbox"/> Hypnotists |
| <input type="checkbox"/> Food service establishments, restaurants, bakeries, booths, carts, and catering | <input type="checkbox"/> Handwriting analysts |
| <input type="checkbox"/> Dealers in precious metals and jewels | <input type="checkbox"/> Health clubs, gyms, and spas (Including
Massage Therapy) |
| <input type="checkbox"/> Firearms dealers | <input type="checkbox"/> Fortunetellers |
| <input type="checkbox"/> Peddlers, solicitors, and door to door sales | <input type="checkbox"/> Garbage collectors |
| <input type="checkbox"/> Parking lots | <input type="checkbox"/> Escort services |
| <input type="checkbox"/> Nursing homes, assisted living communities, and personal care homes | <input type="checkbox"/> Burglar and fire alarm installers |
| <input type="checkbox"/> Newspaper vending boxes | <input type="checkbox"/> Locksmiths |
| | <input type="checkbox"/> Automobile sales (Unless franchise) as
defined in paragraph (1) of Code Section 10-1-622. |

SEE BACK OF THIS PAGE



NOTICE

BUSINESS LICENSING
 130 Jacob's Way, Suite 104
 Clarkesville, GA 30523
 706-839-0144 Fax: 706-754-1761

Some Businesses Need Further Documentation

If you operate or plan to open any of the following businesses, additional documentation *may be required* before a Business License can be issued. Businesses are subject to review and approval by, but not limited to, any or all of the following: Permit and Licensing, Code Enforcement, Fire Department, Sheriff Department, Building and Planning.

Automotive Sales (1)	Bakery (2)
Butcher (2)	Catering (4)
Child Care (5)	Chiropractors (1)
Firearms Dealer/Sales (6)	Doctor/Dentist (1)
Food Trucks (4)	Lawyer/Attorney (1)
Hair Salons/Stylists (1)	Burglar Alarm (1)
Hotel/Motel/Cabin Rental (10)	Ice Cream Shops (4)
Kennel/Stable (2)	Dances/Dance Hall (4)
Limousine/Taxi (9)	Heating and Air-Condition (1)
Massage (1)	Non-Profit Business (3)
Metals Recycling (8)	Veterinarian (1)
Personal Care Home (7)	Pest Control (1)
Pet Breeder (2)	Barber Shop (1)
Physical Therapy (1)	Plumbing (1)
Private Patrol/Security Guards (1)	Produce Stand (2)
Real Estate Agents (1)	Restaurants (4)
Seafood: Retail and Wholesale (2)	Specialized Contractors (1)

1. Ga Sec. of State License
2. Dept. of Agriculture License
3. IRS 501c Letter
4. Fire and/or Health Inspection
5. Dept. Early Care & Learning

6. Federal Firearms License
7. Dept. of Community Health
8. GA. Secondary Metals Recycling Registry
9. For-Hire "C" Endorsement
10. Hotel/Motel Tax Receipt

I. By executing this affidavit under oath, as an applicant for a *Business License* and *Occupational Tax Certificate* as referenced in O.C.G.A. § 36-60-6(d), the undersigned applicant representing the private employer known as _____ [*printed name of business*] verifies one of the following regarding their application or renewal for a Habersham County Business License and Occupational Tax Certificate.

Please check one of the following. You will only choose ONE (1).

(a) _____ On January 1st of the below signed year the individual, firm, or corporation employed **more than ten (10) employees.** *

OR

(b) _____ On January 1st of the below signed year the individual, firm, or corporation employed **less than ten (10) employees** and is therefore **Exempt** from E-Verify.

OR

(c) _____ No changes have been made since my **last renewal**. My E-Verify number has not changed and a notarized affidavit is already on file.

If you selected (a) please fill out the section (II) with your Federal Work Authorization User Identification Number or “E-Verify” and complete section (III) and sign this document.

If you selected (b) Skip (II) and complete section (III) and sign this document.

If you selected (c) and have over TEN (10) employees, complete section (II), then complete section (III) and sign this document or if less than TEN (10), complete section (III) and sign this document.

II. * 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(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

Federal Work Authorization User Identification Number (E-Verify #)

Date of Authorization

 **Affidavit Verifying Status for County Public Benefit Application**

III. By executing this affidavit under oath, as an applicant for a Habersham County Business License and Occupational Tax Certificate, as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Business License and Occupational Tax Certificate for _____ [*Printed name of applicant*] and that I am 18 years of age or older and have furnished at least one verifiable and secure document, as required by O.C.G.A. § 50-36-1(c) with this affidavit.

Please check one of the following. You will only choose ONE (1).

1a) _____ I am a United States citizen. OR 1b) _____ My U.S. citizenship status has **NOT** changed and a signed affidavit is already on file.
I was born in the United States or have become a naturalized citizen

OR

2) _____ I am a legal permanent resident of the United States.
I have been granted authorization to live and work in the United States on a permanent basis

OR

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 immigration agency is: _____

Please complete this form by signing and dating the bottom. If new, do so in the presence of a Notary Public and have them affix their seal and signature.

In making the above representations 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 O.C.G.A. § 16-10-20 of the Official Code of Georgia and face criminal penalties allowed by such statute.

SUBSCRIBED AND SWORN BEFORE ME
ON THIS _____ DAY OF _____, 20____
Notary Public: _____
My Commission Expires: _____

Signature of Authorized Private Employer

Printed Name of and Title of Authorized Private Employer

This form must be completed every year



Planning & Development

130 Jacob's Way, Suite 104, Clarkesville, GA 30523

P: 706-839-0144 F: 706-754-1761

www.habershamga.com

Date: _____

ZONING AFFIDAVIT

PLEASE FILL IN ALL INFORMATION BELOW

USE TYPE: Home Occupation Residential Business Rural Business Commercial
(See Back for Definitions)

DETAILS OF PROPOSED USE:

Business Name: _____

Type of Business (**Be Specific**): _____

Name and type of business previously at this location: _____

ANSWER IF NOT COMMERCIAL

What percentage of the dwelling's floor area will be used for the proposed business? _____ %

Will anyone other than a family member who resides on the premises be working on the premises? ____ Yes ____ No

Will customers be coming to the residence? ____ Yes ____ No # Per Day: _____

Will the home occupation/business be conducted within a single-family dwelling? ____ Yes ____ No

PLEASE COMPLETE BELOW

I hereby certify that I am/or have authority of the owner to make this application, that the information is complete & correct. All provisions of laws and ordinances governing this type of business will be complied with whether specified herein or not. The granting of a business license does not presume to give authority to violate or cancel the provisions of any state or county law regulating businesses or occupational taxes.

(Please print name)

(Signature)

I am... Owner CEO Legal Rep.

For Office Use Only **MAPPING VERIFICATION** **(Circle One)** **Approved** **Denied**

Current Mapping of this property: _____ Reviewed by: _____

Date: _____

Comments:

BUSINESS TYPE DEFINITIONS

Per Habersham Comprehensive Land Development Resolution, Article III, Section 301

Home occupation: A detached single-family dwelling where a use, occupation, or activity is conducted entirely within the dwelling by the residents thereof and does not change the residential character thereof.

Residential business: A retail or service establishment carried on for gain by at least one person residing on the property on which such establishment is located, not employing more than five persons conducted entirely within the principal or accessory building(s) on the property except for product display and except for outside storage which meets the requirements of these regulations, and which does not generate more than 20 total vehicle trips per day to/from the property, nor generates noise, smoke, odor, dust, glare, vibration, or flies/insects detectable at any property line.

Rural business: A processing, assembling, packaging, or storage industry carried on for gain by at least one person residing on the property on which such establishment is located, not employing more than 15 persons, conducted entirely within the principal and accessory buildings on the property except for outside storage which meets the requirements of these regulations, and which does not generate more than 60 total vehicle trips per day, nor generates noise, smoke, odor, dust, glare, vibration, or flies/insects detectable at any property line.

Commercial: No owner or employee resides on the property. Some zoning restrictions apply depending on the type of business. Usually contained within a building that is used only for business in a commercial area. A certificate of occupancy and fire marshal release are required before issuance of a business license.

Habersham County Public Safety

Pre-Fire Plan Summary

This provides our fire department with a brief summary of your business. You will be contacted by the fire department to do a brief walk through and yearly information update

Occupational Tax License Number _____ Expiration Date _____

Business Name _____

Street Address _____

Mailing Address _____

Business Telephone Number _____

(In Case of Emergency)

Contact Name _____ Telephone # _____

Contact Name _____ Telephone # _____

Contact Name _____ Telephone # _____

Is this a home based business? Yes No (please circle one)

If this is a home based business, no further questions need to be answered

Hours of Operation _____

Number of Employees: Daytime _____ Night _____

Power Company _____ Gas Company _____

Water - Private or Public _____ Sprinkler System: Yes No

Square Footage of Building _____

Hazardous Materials: Yes No (Please circle one)

Please list all by brand and trade name (may use back of page or separate page)

MSDS Sheets Available for Haz-mat: Yes No (Please Circle One)

Please list all by brand and trade name (may use back of page or separate page)

Biological Materials: Yes No (Please circle one)

Please list all by brand and trade name (may use back of page or separate page)

Special Hazards: Please list all by brand and trade name (may use back of page or separate page)

Authorized Signature _____ Date _____

-----For Internal Use Only-----

Date received by BOC _____ Date received by Fire Dept. _____


This form **must** be completed every year

Frequently Asked Questions (For your records)

1. Where can I apply for a business license?

In the State of Georgia, business licenses must be obtained from the city in which the primary place of business would be located. If the primary place of business falls outside of city limits, then the license must be obtained from the County in which the business is located. The license is renewed annually.

2. Why do we have to participate in ? How can I find more information about .

The Systematic Alien Verification for Entitlements () Program is a service that helps federal, state and local benefit-issuing agencies, institutions, and licensing agencies determine the immigration status of benefit applicants so only those entitled to benefits receive them. Anyone seeking a public benefit from a county must first complete a SAVE affidavit. If the applicant is not a U.S. citizen, then the county is required to submit their information to the SAVE program in order to verify their immigration status. This is required by law, as defined in O.C.G.A. 50-36-1. The affidavit is to verify lawful presence in the United States of anyone applying for a public benefit and that they are entitled to receive the benefit in which they applied for. For more information regarding the SAVE program please visit: www.uscis.gov or www.lexisnexis.com/hottopics/gacode.

3. Do I have to do it every year?

Per Senate Bill 160, **U.S. Citizens** are now only required to provide the SAVE/Public Benefit affidavit **once**, if they have previously provided it and a secure and verifiable document affirming they are a U.S. Citizen to the county. **Non-U.S. Citizens** will **still** be required to provide the affidavit annually for renewals.

4. Who can sign the affidavit?

The person who signed the Business License application HAS TO BE the person who signs the SAVE affidavit. Effective July 1st, 2013, only new businesses will be required to complete a SAVE affidavit.


5. If an applicant refuses to sign the affidavit will they receive a Business License?

No. If an applicant refuses to sign the SAVE affidavit, we cannot issue a Business License. Habersham County and business owners must comply with Georgia laws.


6. How can I submit the affidavit and/or my secure and verifiable documents?

The SAVE affidavit can be submitted via mail, e-mail, fax, or in person. The secure and verifiable documents can be submitted via e-mail, fax, in person, or by mail.

7. What is ? Where can I find more information about .

 is an internet-based system operated by the Department of Homeland Security in partnership with the Social Security Administration that allows participating employers to electronically verify the employment authorization of their newly hired employees. All businesses seeking a Business License or any other document required to operate a business within the county, will be required to register and use E-Verify and to sign an E-Verify affidavit attesting to such. If any employer has **less**

than 11 employees, they are exempt from this requirement, but **MUST** complete an affidavit attesting that they are exempt. Private employers with **more than 10** employees must be registered beginning on July 1, 2013. For more information about E-Verify please visit: www.uscis.gov

8. Who can sign the  affidavit? Do I have to sign an affidavit every year?

The person who signed the Business License application **HAS TO BE** the person who signs the E-Verify affidavit. In the event you are renewing, whoever signs the affidavit **MUST** be able to execute binding legal decisions on behalf of the individual, business, corporation, partnership, or other private entity. If you have previously submitted an E-Verify affidavit, you must supply your E-Verify number. If your E-Verify number has changed, a new affidavit is required.

9. How can I submit the  affidavit?

The E-Verify affidavit can be submitted via mail, e-mail, fax, or in person.

10. Do I need to obtain any additional licenses from the state?

Some types of businesses will have to obtain an additional license from the federal government, while other businesses, occupations and professions are also licensed and regulated by the state and local authorities. Please call the Secretary of State at (404) 656-2817 or visit their website for information on additional license requirements.

http://sos.ga.gov/index.php/corporations/first_stop_business_guide

11. What documents do I need to file before obtaining a Business License?

Corporations wishing to do business in Georgia must obtain certification as a corporation operating in Georgia from the Secretary of State. All Professional Practitioners licensed and regulated by the State of Georgia must obtain a license and attach a copy of the license with the application for a Business License. Day Care Centers and Non-Emergency Medical Transportation Services must be certified by the State before obtaining a Business License.

12. Do I need a state tax number to get a Business License?

No, but if you are engaged in retail sales, you must register your business with the Georgia Department of Revenue to obtain a sales tax number. Please call Georgia Department of Revenue at 1-877-423-6711 option #1 or visit the Georgia Department of Revenue website for additional information.

<https://gtc.dor.ga.gov/#2>

13. What is the difference between a Fictitious Name and a Doing Business As (DBA)?

A Fictitious Name and a DBA are one and the same. They can also be known as "trade names." At times, a DBA is used when a company decides to do business under a name other than that in which they are registered. Pursuant to [O.C.G.A. 10-1-490](#) trade names are registered with the Clerk of Superior Court of the county where the business is principally located.

14. Do I register my trade name before I get a Business License?

You do not have to register your trade name before obtaining a Business License. To register a trade name or DBA (Doing Business As) or Name Search Please contact:

Habersham County Clerk of Superior Court

295 Llewellyn St.
Suite 110
Clarksville, GA 30523
(706) 839-0300

15. What is an Employer Identification Number/Tax Identification Number (EIN/TIN)?

An Employer Identification Number (EIN) is also known as a federal Tax Identification Number (TIN), and is used to identify a business entity. For more information on obtaining a TIN please visit the IRS website: [http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-\(TIN\)](http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-(TIN))

16. My business didn't work out, but I keep getting a bill from you. What do I need to do?

If for whatever reason your business closes or you relocate to another county or city, you must send written confirmation of the closing (either by regular mail, email, or fax) so that we can remove your business from our records. If you do not contact us, we have no way of knowing that you have closed or moved your business. Otherwise you will continue to receive a bill and it will accrue interest and penalties monthly and be subject to a citation (fine) of up to \$1,000.

17. I want to incorporate my business. What do I need to do?

Contact the Office of the Secretary of State, Corporate Division at 404-656-2817.

18. Where can I find a list of Habersham County Ordinances?

You can access a list of Habersham County Ordinances using the website address below for the Municode library:

https://www.municode.com/library/ga/habersham_county/codes/code_of_ordinances

19. What is the difference between a *Home Occupation*, *Residential Business*, and a *Rural Business*?

The following definitions are from the *Habersham County Comprehensive Land Development Resolution, sec. 1119*.

Home occupation: A detached single-family dwelling where a use, occupation, or activity is conducted entirely within the dwelling by the residents thereof and does not change the residential character thereof.

Residential business: A retail or service establishment carried on for gain by at least one person residing on the property on which such establishment is located, not employing more than five persons conducted entirely within the principal or accessory building(s) on the property except for product display and except for outside storage which meets the requirements of these regulations, and which does not generate more than 20 total vehicle trips per day to/from the property, nor generates noise, smoke, odor, dust, glare, vibration, or flies/insects detectable at any property line.

Rural business: A processing, assembling, packaging, or storage industry carried on for gain by at least one person residing on the property on which such establishment is located, not employing more than 15 persons, conducted entirely within the principal and accessory buildings on the property except for outside storage which meets the requirements of these regulations, and which does not generate more than 60 total vehicle trips per day, nor generates noise, smoke, odor, dust, glare, vibration, or flies/insects detectable at any property line.

Useful Information for Business Owners

Georgia Secretary of State Licensing Board: www.sos.ga.gov/plb/

Internal Revenue Service: <http://www.irs.gov/Charities-&-Non-Profits>

Official Code of Georgia (O.C.G.A): www.lexisnexis.com/hottopics/gacode/

Georgia Department of Agriculture: <http://agr.georgia.gov>

Georgia Environmental Protection Department: <http://www.georgiaepd.org/>

Georgia Recyclers Association: <http://www.georgiarecyclers.org/>

E-Verify: <http://www.uscis.gov/e-verify>

SAVE: <http://www.uscis.gov/save>

Sole Proprietorship: <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Sole-Proprietorships>

GA Dept. of Economic Development: <http://www.georgia.org/small-business/>