



Residential Business License Application

Attached is the application for a business license that must be completed by all home based businesses. Please follow the directions below to ensure that your business license and account with our office is processed correctly.

1. Complete the application. The application must be signed and dated.
2. Attach copies of all items listed below which apply to you or your business:
 - Copy of State License (building contractors, plumbers, electricians, etc.)
 - Federal Identification Number (irs.gov)
 - Georgia Sales Tax Number (dor.gov)
 - Certificate of Liability Insurance (sign companies only)
 - Copy of Registered DBA Name (clerk of court)
 - Corporation Papers (sos.ga.gov)
3. The state required affidavits apply to all businesses and must be completed and notarized. Affidavits verifying residency status as referenced in O.C.G.A. § 50-36-1 (e) (2) and § 36-60-6 (d) require a secure and verifiable document such as a driver's license, passport, permanent resident card, etc. For a complete list of verifiable documents, visit the official state portal at www.georgia.gov and search for the Office of the Georgia Attorney General.
4. Payments may be made by check, money order, Visa or MasterCard. Make checks payable to Forsyth County Business License.
5. Mail completed and signed application, along with payment, to the address at the top of the page. Please address it to the attention of Forsyth County Business License Division.
6. Once received in our office, your completed application will then be processed and we will mail your business license / occupation tax certificate.
Applications submitted without payment and proper documents will be returned.
Please be aware that submitting a business license application does not mean a business license certificate has been issued.
There will be a \$25.00 fee on all returned checks.
Operating without a valid business license could result in a penalty and/or citation.

Business licenses run on a calendar year from January thru December. We allow a grace period thru March 31st. Renewals not received by 5:00 PM on March 31st are subject to penalties and interest. We DO NOT accept postmarks. Should you have any questions or need assistance, please contact our office from 8:30 am to 5:00 pm, Monday thru Friday or browse the website anytime at www.forsythco.com.



Residential Business License Application

A. APPLICANT INFORMATION

Date Opened in Forsyth County: Conditional Use / Home Occupation Applied For?

Type of Ownership:

Business Name:

DBA / Trade Name:

Business Address: City: Zip Code:

Business Phone: Business Fax:

Business Mailing Address: City: Zip Code:

Business Owner:

Owner Address: City: Zip Code:

Owner E-mail:

Use separate sheet for partners or additional owners.

Full Description of Business (be specific and list all business conducted):

Federal ID Number: GA Sales Tax Number:

State Board License (complete boxes below; must include copy if applicable):

License Number: Expiration Date:

CORPORATIONS ONLY

Primary Shareholders Name and Phone Number:

Subsidiary of: CEO or CFO:

Zoning: _____ Map: _____ *Office Use Only* Parcel: _____ NAICS #: _____

FOR STAFF USE ONLY

BUSINESS LICENSE NUMBER:

B. COMPUTATION OF FEES

a) Number of Full Time Employees:

b) Number of Part Time equal to Full Time Equivalents:

Average weekly hours of employees who work less than forty (40) hours shall be added and divided by forty (40) to produce full time position equivalents. Round to the nearest whole number.

c) Total Number of Employees (add Lines a and b):

Please use the tables below to calculate your fee.

New Applications submitted on or prior to June 30th use the following table:

<u>Number of Employees</u>	<u>Total Due</u>
1	\$100.00
2	\$175.00
3 - 9	\$187.50 + \$12.50 per employee over 3
10 - 99	\$262.50 + \$15.00 per employee over 9
100 - 499	\$1612.50 + \$17.50 per employee over 99
500 - More	\$8612.50 + \$20.00 per employee over 499

New Applications submitted on or after July 1st use the following table:

<u>Number of Employees</u>	<u>Total Due</u>
1	\$62.50
2	\$100.00
3- 9	\$106.25 + \$6.25 per employee over 3
10 - 99	\$143.75 + \$7.50 per employee over 9
100-499	\$818.75 + \$8.75 per employee over 99
500 or more	\$4318.75 + \$10.00 per employee over 499

d) Amount Due from table above:

C. APPLICANT CERTIFICATION

I, _____, being the _____ of the business entity listed above, declare that the information contained in this application is true and correct to the best of my knowledge.

Signature of Applicant: _____

Date: _____

The total due includes all occupational taxes and fees as required in Ordinance #72. Please contact our offices if you wish to obtain a detailed cost breakdown.

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

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs fewer than eleven employees and therefore, is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90.

Signature of Exempt Private Employer: _____

Printed Name of Exempt Private Employer:

Applying on Behalf of / Name of Associated Business:

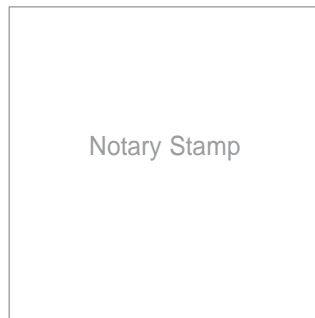
I do hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state)

Signature of Authorized Officer or Agent: _____

Printed Name of Authorized Office or Agent:

Signature of Notary: _____ Date: _____



E. AFFIDAVIT VERIFYING RESIDENCY STATUS OF AN APPLICANT AS REQUIRED BY THE GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT O.C.G.A. § 50-36-1(e) (2)

By executing this affidavit under oath, as an applicant for a Forsyth County, Georgia Occupational Tax Certificate, Alcohol License or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for a public benefit (check one):

- Occupational Tax Certificate
- Alcohol License

Business Name:

Please check one:

- I am a United States citizen
- I am a legal, permanent resident of the United States
- 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 hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit.

The secure and verifiable document such as a copy of a photo identification, drivers license, passport, permanent resident card, etc., provided with this affidavit can best be classified as:

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 O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

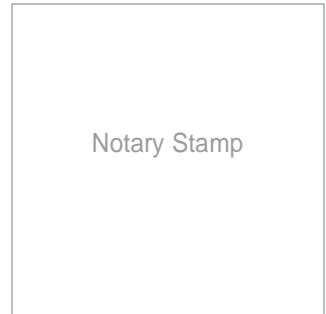
Executed in _____(city), _____(state)

Signature of Applicant: _____

Printed Name of Applicant:

Applying on Behalf of / Name of Associated Business:

Signature of Notary: _____ Date: _____



F. DEFINITIONS

Business means any person who, within the unincorporated areas of the county, engages in or causes to be engaged in and/or represents himself to be engaged in any occupation or activity with the object of gain, benefit or advantage either directly or indirectly. Any person advertising by any means, including but not limited to signs, cards, circulars and newspapers, that he is engaged in any business of any kind shall be liable for the appropriate occupation tax required under this article and the appropriate fee therefore.

Date of commencing means the date on which a business becomes engaged in business in the county.

Location of Office means a physical location and shall not include a temporary work site which serves a single customer or project.

Employee means an individual whose work is performed under the direction and supervision of the employer and whose employer withholds FICA, federal income tax or state income tax from such individual's compensation or whose employer issues to such individual for purposes of documenting compensation a form I.R.S. W-2, but not a form I.R.S. 1099. The term "employee" also includes owners, partners, officers or managers who work for a business, whether or not such person is salaried.

Number of Employees of the business or practitioner means as computed on a full-time position basis or a full-time position equivalent basis, provided that for the purposes of this computation an employee who works 40 hours or more weekly shall be considered a full-time employee and that the average weekly hours of employees who work less than 40 hours weekly shall be added and such sum shall be divided by 40 to produce full-time position equivalents.

Business Tax Registration means a business license. This business license is obtained from the revenue collection office after the requisite occupation tax and/or regulatory fees has been paid to the revenue collection office. The phrase "business tax registration" and "business registration" are used interchangeably in this article.

G. NOTES

Out-of-state businesses with no location in Georgia shall be assessed occupation taxes based on the number of employees engaged in substantial efforts in Georgia.

Newly established businesses shall be required to estimate the number of employees from the date of the commencement to the end of the calendar year and such fee shall be paid within thirty (30) days from the date of commencing business operations.

H. PROFESSIONAL HOME OFFICES

Professional Home Offices are businesses that, by their nature, appearance and inherent operational activities and characteristics, are potentially less intensive in character and activity and are, therefore, less likely to have a noticeable and negative impact on the residential or agricultural character of the subject property and surrounding neighborhood. Due to the less intensive nature of these activities, applications for professional home office need only be reviewed by staff for administrative approval and more than one (1) professional home office per residence may be granted. A professional home office shall comply with all of the following performance criteria and general requirements set forth in the Forsyth County Unified Development Code, Chapter 16, Section 3.1 A:

Activities associated with a professional home office shall be conducted entirely within the residential dwelling including an attached garage, or, one (1) detached garage when no attached garage exists; and

The display, storage or parking of materials, goods, supplies or equipment outside of the dwelling or within an accessory building (excluding an attached garage) is prohibited; except as may be permitted in the Agricultural zoning districts as provided for in Chapter 17, Section 6.4; and

There shall be no non-resident employees working upon the property for which a professional home office license has been granted; and

There shall be only two customers on the premises; and

No more than one (1) vehicle, used primarily as a passenger vehicle, shall be permitted in the connection with the professional home office. Trucks with three or more axles, tractor trailers, heavy equipment, etc. are not allowed except as may be permitted in the Agricultural zoning districts as provided for in Chapter 17, Section 6.4.; and

The use of exterior signage is prohibited.

Owner/Proprietor of all professional home offices shall maintain a valid business license. Failure to hold a valid business license will invalidate the professional home office license.

All professional home office licenses shall be deemed valid for an initial twelve (12) month period unless otherwise provided for as a condition of the approval of said permits.

The granting of a professional home office license shall not constitute a covenant running with the property from which such home business is being conducted. A professional home office license shall not be transferable to another property and shall automatically and immediately terminate and become null and void upon the sale, lease, or transfer of said property to a party different than to whom the professional home office license was originally granted.

I. DETAILS OF PROPOSED PROFESSIONAL HOME OFFICE USE (IF APPLICABLE)

Business Address: City: Zip Code:

Business Name:

Provide a detailed description of the proposed business activity:

Total floor area of the applicant's domicile and/or accessory building, if applicable:

Total floor area used to conduct activities associated with the professional home office excluding unheated areas such as porches, unfinished basements, garages and decks:

Total number and type of vehicles used in connection with the professional home office:

Parking locations (off-street and parking on lawn areas are prohibited):

I, _____, hereby certify that I have read and understand the professional home office requirements and that I will comply with the requirements as outlines above and as required by the Forsyth County Unified Development Code.

Signature of Applicant: _____

Date: _____

J. AFTER HOURS

K. BANKCARD TRANSACTION FOR CREDIT OR DEBIT CARD PAYMENT

Transactions cannot be processed unless all information is submitted.

Type of Card:

Amount of Payment: Card Number:

Expiration Month: Expiration Year:

CVV Number:

Three digit security code on back of card

Name on Card:

Billing Address for Card:

City: State: Zip Code:

Company Name:

Contact Person: Contact Phone:

Payment For:

Signature of Card Holder: _____