

# Griffin New Occupational Tax Certificate Checklist

## The following information will be required when submitting the *Business Registration application, forms only*:

A completed application along with a *valid* Georgia State I.D. or Driver's License for the applicant (s)

For all new applicants, a signed and notarized *Public Benefit Affidavit* will be required when submitting the application. **If you not a U.S. citizen and carry a work permit card or Green Card it must be submitted with the affidavit. – NO EXCEPTIONS!**

A copy of your lease agreement (if renting/leasing) or a buyer's agreement (if you own the building)

A Federal Tax I.D. Number from the Internal Revenue Service will be needed, if applicable ([www.irs.gov](http://www.irs.gov))

All retail business shall provide a Sales and Use Tax Identification Number. ([www.gataxinfo.org](http://www.gataxinfo.org))

Each person licensed by the Professional Licensing Board of Georgia shall provide current state licensure at the time of registering a business (i.e. accountants, barbers, contractors, cosmetologist, beauty salons, barber shops, etc.)

Non-profit businesses and Churches are required to provide a valid exemption (501 c 3) form, with application for processing.

Corporations (Inc.) or Limited Liability Corporations (LLC) are required to submit a copy of the registration from the State of Georgia.

All Gold Buying or Selling Business will be required to register their business with *Leads Online*. ([www.leadsonline.com](http://www.leadsonline.com))

All retail tire businesses that sell tires (new or used) must provide a Generator Number (GN) before the business license can be issued.

Processing time varies, but usually takes at least 5-7 business days; depending on the type of business you will open. **Important Note:** Licenses are not issued at the time of application.

Contact the following offices after the business registration for have been submitted to the City of Griffin Tax and License Department:

Contact *Griffin Fire and Rescue Department* at 770-229-6432 or 770-229-6415 at least 5-7 days in advance to schedule a fire inspection at your convenience. Before opening your business, the fire inspector must provide to you an approved fire inspection report and occupancy number for the building. Submitted both reports to the Tax & Licensing office and the business license will be issued. **No fees are required.**

All convenience stores, grocery stores, coffee shops, bakery, organic food stores and vending suppliers, must contact the *Georgia Department of Agriculture* by phone at 404-363-7646 to schedule an inspection. **A fee is required with this inspection.**

All restaurants, deli's, ice cream parlors/ yogurt shops and tattoo/body art businesses must contact the *Health Department* by phone to schedule an appointment at 770-467-4230. **An application/fee will be required.**

All food handling facilities, ice cream parlors, yogurt shops day care centers, car washes and tire retailers should contact Doug White by phone at 678-233-4353 for a grease trap inspection and to provide an EPD Generator Number.

All *Occupational Tax Certificates* expire on December 31<sup>st</sup>, but a 90-day grace period is given to all businesses until March 31<sup>st</sup>. **After March 31<sup>st</sup>, a penalty of 10% should be added to amount due when submitting payment.**

## Sign Permits: Temporary and/or Permanent

A City of Griffin-issued permit is required for all signs, banners, flags, spectacular devices and changes to an existing signs connected with the business. **This applies to both permanent and temporary signage.** For design guidelines, sign permit fees, and other information, Contact the *City of Griffin Office of Planning and Development Services* by phone: 770-233-4130.

If you have any further questions, to obtain an *Occupational Tax License* application, with the *City of Griffin Tax and License Department*, contact Karen Bennett:

T: 770-229-6402

F: 770-233-2915

E: [kbennett@cityofgriffin.com](mailto:kbennett@cityofgriffin.com)

***New Program:*** The City of Griffin has a *Utility Incentive Program*, offering rate reductions for **"new businesses only"** that have at least one full-time employee and are activating new services with the following City departments: *Griffin Power, Griffin Solid Waste, and Griffin Water & Wastewater*. For more information about this incentive, contact Ms. Karen Bennet at 770-229-6402. (**Change of Ownership does not qualify**)

***Note:*** If you are delinquent at least one time on your utility bill, you will be dropped from the program and will not qualify for the incentive on any other new businesses that will open under your name.