



NEW BUSINESS REGISTRATION Application for Occupational Tax Certificate

Before submitting your application, all applicants are encouraged to contact the department of Planning & Development for zoning approval. Before modifying your building and location, contact the Permits Coordinator at 770-233-4130. The following information will be required when submitting the business registration application:

REQUIRED DOCUMENTATION:

- A valid US government issued ID for each applicant
- S.A.V.E. Affidavit Verifying Residency completed & notarized
- E-Verify Private Employer Affidavit completed & notarized
- A copy of your lease agreement (if renting/leasing) or a buyer's agreement (if you own the building)
- Federal Tax I.D. Number from the Internal Revenue Service. To apply, contact the IRS at 1-800-829-1040 or apply online at www.irs.gov
- Sales & Use Tax I.D. Number. To apply contact the Georgia Department of Revenue at 877-423-6711 or online at www.dor.georgia.gov
- Corporations are required to submit a copy of the Certificate of Corporation/Organization and the articles. Contact the Georgia Secretary of State Corporations Division at 404-656-2817 or apply online at www.sos.ga.gov
- Each person licensed by the Secretary of State Professional Licensing Board of Georgia shall provide a current state license at the time of registering a business.
- State License or Certification (if applicable)
- Nonprofit businesses are required to provide a valid exemption 501 C 3 determination letter issued by the IRS.
- Veterans are required to provide a copy of their exemption certificate from Veteran's Affairs.
- All Gold Buying and Selling businesses will be required to register their business with Leads Online at www.leadsonline.com
- Retail tire businesses that sell new and/or used tires must provide a Generator Number (GN) before the business occupational tax certificate can be issued.

Important Note: Licenses are not issued at the time of application. Processing time may vary, but usually takes at least 3-5 business days, depending on the type of business. All applications are subject to review.

Occupational Tax Certificates expire on December 31st each year. Renew by January 31st to prevent a late penalty.

REQUIRED INSPECTIONS:

- All commercial buildings and residential care homes require Fire Marshal Inspection. Approximately 72 hours before opening your business, call the Fire Marshal Inspection Request Line at 770-229-6415. ***Additional fees may apply.***
- All convenience stores, grocery stores, bakeries, coffee shops, vending supplies, ice cream trucks and cottage food retailers must contact the Georgia Dept. of Agriculture by phone at 404-656-3600. ***Additional fees may apply.***
- All food establishments, ice cream parlors, tattoo parlors, body artist, event centers, lodging facilities are required to obtain a permit from the Dept. of Public Health / Spalding County Dept. of Environmental Health at 770-467-4230. Please remit a copy of your permit or inspection report to the Tax & License Office. ***Additional fees may apply.***
- All food handling facilities, ice cream parlors, day care centers, car washes, tire retailers, auto repair shops, hospitals, supermarkets and hotel/motels are required to complete the Fats Oils & Grease (FOG) Program application. A grease trap manifest may be required before operating. Contact the Environmental Code Compliance Officer at 678-692-0404 to schedule an inspection. ***No fees are required.***

Sign Permits: Temporary and/or Permanent

A City of Griffin permit is required for all signs and banners. Flags, feather banners and spectacular devices are not permitted. All changes to an existing sign connected with the business will require a sign permit application review. 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 & Development Services by phone at 770-233-4130

If you have any further questions regarding business registration, please contact the City of Griffin Tax & License Administrator:

Karen Bennett

Tax & License Administrator

T: 770-229-6402 F: 770-233-2915

E: kbennett@cityofgriffin.com

CITY of GRIFFIN

FIRE PREVENTION BUREAU

1420 Ellis Rd, Griffin, GA 30223
(770) 229-6415

FIRE DEPARTMENT INSPECTION for NEW BUSINESS REGISTRATION

What to expect concerning a Fire Department Inspection:

The Fire Marshal and Fire Inspector are charged with the responsibility of insuring that all new businesses within the City of Griffin comply with N.F.P.A.101 Life Safety Codes. These codes are designed for the protection of all persons who may enter your building to conduct business, for your safety, and to minimize the chance for an accidental fire to occur in your building.

Items we will be checking:

1. *Fire extinguisher (must be checked and serviced annually)*
2. *Marked exits*
3. *Proper storage of combustible materials and flammable liquids*
4. *Proper clearance of combustible materials around gas water heater*
5. *Proper means of egress (clear paths to exits)*

Call 770-229-6415 to schedule your fire inspection approximately 48-72 hours prior to opening for business. Insure that the 5 items listed have been addressed prior to calling for an inspection. Each initial fire inspection is \$50 and paid to the Fire Inspector.

(Requirements are based on the Type of Business and the size and location of the building. Additional requirements may pertain to your business. The 5 items listed above are the basic requirements for all businesses.)



City of Griffin Utility Incentive Program

Adopted by Resolution May 24, 2022

Effective July 1, 2022

1. Purpose:

The purpose of the City of Griffin Utility Incentive Program is to recruit new businesses to Griffin by offering discounted utility rates from Griffin Power, Water/Wastewater, and Solid Waste and to incentivize the creation and facilitation of jobs within the City of Griffin.

2. Definitions:

For purposes of the Utility Incentive Program only, the words, terms and phrases herein shall mean as follows:

- (a) “Applicant” shall mean the New Local Business Entity applying for the Utility Incentive Program.
- (b) “Employee” shall mean 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 such individual for purposes of documenting compensation a form IRS W-2, but not a form IRS 1099.
- (c) “Full-time Position(s)” shall mean either:
 - i. The number of employees of the Applicant as reported for purposes of calculating Occupational Tax for the Applicant in accordance with Sec. 82-157(b), Code of Griffin¹; or
 - ii. A New Local Business Entity, other than the Applicant, registered to do business at the location of the Applicant’s business as provided on the Occupational Tax Certificates.
- (d) “New Local Business Entity” shall mean any legal partnerships, persons, corporations or other entity engaged in an occupation, profession or business that obtains or is obtaining a new Occupational Tax Certificate in City of Griffin for the first time within ninety (90) days of beginning operation of the business within the City, but shall not mean entities registering a change of ownership.

3. Eligibility:

Any New Local Business Entity, as defined herein, meeting the following criteria shall qualify for the Utility Incentive Program:

- (a) Creates and/or facilitates and retains at least one Full-time Position;
- (b) Operates out of a location that is subject to City of Griffin commercial utility rates²;
- (c) Requires electricity service of a connected load less than 900kW;
- (d) Consumes less than 100,000 gallons of water per month;
- (e) Is located in a dedicated standalone building or unit that is serviced by its own separate water and electric meters³;
- (f) Is continuously enrolled in autopay for utility bills issued by the City of Griffin⁴
- (g) Maintains compliance with Code of Griffin, including but not limited to, timely registration and renewal of OTC and ensuring permitted uses within relevant zoning district; and
- (h) Is not indebted to the City of Griffin for outstanding taxes, fees, fines, court costs, restitution, or any other monetary obligation⁵;

¹ Sec. 82-157(b), Code of Griffin, provides that, “for purposes of calculating the tax due, the number of employees of the business shall be computed on a full-time position equivalent basis. An employee who works 40 hours or more weekly shall be considered a full-time employee and 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 equivalents.”

² Utility Incentive Program shall not apply to business entities classified as “home occupation” under the terms of Code of Griffin, Georgia.

³ No division of space or units will be allowed if not specifically metered separately.

⁴ Any delinquent payment of Utilities will result in automatic forfeiture of eligibility for the Utility Incentive Program

⁵ Any debt owed by the Business, the Owner, or persons with an interest in the business is grounds for automatic forfeiture.

4. Rate Reduction Tiers*:

Full-Time Positions	Utility Rate Reduction		
	Year 1	Year 2	Year 3
Tier 1: 1 to 5	15%	10%	5%
Tier 2: 6 to 10	20%	15%	10%
Tier 3: 11 or More	30%	20%	10%

*Rate reductions and incentives cannot be used with Green Business Program

5. Process:

Upon completing all required business registrations including the payment of Occupational Tax fees and the certification of Full-time Positions, the Tax & Licensing Division will determine if an Applicant is eligible and have the Applicant complete the below form. Tax & Licensing will notify Customer Service and the rate incentives will be applied accordingly.

An Applicant that receives the reduced rate must re-apply each year upon renewing their Occupational Tax Certificate and certifying the retention or creation/facilitation of new Full-time Positions. Failure to reapply shall result in forfeiture of the Applicant's eligibility for the Utility Incentive Program. Applicants relying on Full-time Positions as defined in Section (2)(c)(ii) herein are solely responsible for proving the Applicants have facilitated the creation of such Full-time Positions by providing proof of Occupational Tax Certificates for the other New Local Business(es) operating at Applicant's location.

Regardless of the date on which the Occupational Tax Certificate is obtained or renewed, the Applicant shall only qualify for the rate reduction under the Utility Incentive Program for a maximum of three years from the date the rate is applied. Applicant may move to a different Rate Reduction Tier based on the number of Full-time Positions reported or shown at the time of OTC renewal. However, Applicant will only qualify for the Utility Incentive Program for a maximum of three years, and any increase or decrease in the number of Full-time Positions at the time of renewal will only result in Applicant moving to year 2 or 3 of their new Rate Reduction Tier as determined by the number of Full-time Positions reported.

In the event of a change of ownership of an existing business registered with the City of Griffin, the new business owner must apply, or reapply if applicable, for the Utility Incentive Program. Assuming all other eligibility criteria are met, the new-owner Applicant shall be entitled to receive the rate reduction for the remainder of the three-year period for which the original New Local Business would have been eligible. However, under no circumstances will the rate reduction be provided for a business of the same name and type for more than three years.

Per Resolution adopted on May 24, 2022, City of Griffin will accept applications related to New Local Businesses created from July 1, 2021 through June 30, 2022 who did not qualify for a rate reduction under the terms of the former Utility Incentive Program. The City of Griffin reserves the right to terminate the Utility Incentive Program at any time.

ELIGIBLE APPLICANTS PLEASE COMPLETE THE INFORMATION BELOW:

Business Name: _____

Location: _____ **Tax ID:** _____

Business Owner: _____ **Tentative Opening Date:** _____

Business Owner Signature: _____ **Today's Date:** _____

Tax & License Signature: _____ **Date:** _____



BUSINESS REGISTRATION & OCCUPATIONAL TAX CERTIFICATE APPLICATION

Type of Business: Commercial Home Occupation Out of State **Ownership Change:** YES NO

Type of Ownership: Sole Proprietor Partnership LLC Corporation Other _____

Federal (FEIN) #: _____ Sales & Use Tax ID #: _____ E Verify #: _____

Corporation Name / Ownership: _____

Doing Business as Name (DBA): _____

Business Address: _____
City State Zip Code

Business Telephone: _____ Mobile Telephone: _____

Mailing Address, if different _____
City State Zip Code

Name of Applicant (1): _____ Title: _____

Home Address: _____
City State Zip Code

Telephone: _____ Email Address: _____

Name of Applicant (2): _____ Title: _____

Description of business in detail: _____

COMPUTATION OF TAXES AND FEES:

SECTION A:

Occupational Tax Base Flat Fee (\$50) and Administrative Fee (\$50): \$ 100.00

Number of full-time employees _____ X \$60.00= _____

Number of part-time employees _____ X \$30.00= _____

Sub Total: _____

Total: _____

Businesses with more than 20 employees (full-time and part-time combined) use the calculation below:

- 1 - 20 \$60.00 per employee
- 21 - 100 \$1,200.00, plus \$30.00 for each employee over 20
- 101 and above \$3,600.00, plus \$10.00 for each employee over 100

SECTION B: Professionals as defined by Georgia Law O.C.G.A. 48-13-9 (c) and under City of Griffin Occupational Tax Regulations, Section 82-155 annually elect to pay a flat fee for their occupational tax certificate in lieu of a fee based upon number of employees. Election of the flat fee option eliminates the need to disclose number of employees. Professionals who elect to pay the flat fee are required to pay \$400 per professional. **Do not combine the \$400 fee with any other fee.**

For professional election: Number of professionals _____ X \$400.00= _____ **Total:** _____

In accordance with the business and occupation tax ordinance of the City of Griffin, Georgia, I understand and certify that I am the person duly authorized by the business wherein names to file this return including the accompanying schedules and statements and that the same are true, correct and complete.

Signature: _____ Date: _____



Affidavit Verifying Residency Status of an Applicant as Required by the Georgia Security and Immigration and Compliance Act

By executing this affidavit under oath, as an applicant for the City of Griffin, Georgia Occupational Tax Certificate or Alcohol License, as referenced in the Georgia Security and Immigration Compliance Act (O.C.G.A. Section 50-36-1), I am stating the following with respect to my application for a City of Griffin Business License.

Name of Business in Griffin, GA: _____

Name of the Applicant: _____

_____ I am a United States citizen and 18 years of age or older

OR

_____ I am a legal permanent resident of the United States and 18 years of age or older or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older and lawfully present in the United States*

In making the above statement 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.

Signature of Applicant: _____ **Date:** _____

Printed Name of Applicant: _____

*Alien Registration Number for Non-Citizens: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, _____

_____ Notary Public

SEAL

My Commission Expires: _____

***Note:** O.C.G.A. – 50-36-1 (e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must provide their alien registration number.

Please indicate the document verifying your residency status and attach a copy of the document (front and back) on behalf of licensee:

- Permanent Resident Card
- Temporary Resident Card
- Employment Authorization Card
- Immigrant Visa
- Certificate of Citizenship
- Naturalization Certificate
- Other (Use Document Description)
- Unexpired Foreign Passport



Instructions: Complete either section A or section B pertaining to your private employer status.

Section A:

Private Employer Affidavit of Compliance Pursuant to O.C.G.A. 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs more than ten (10) employees and has registered with and utilizes 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. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Name of the Private Employer (Business)

ID/"E-Verify" Number

Date of Authorization

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

Signature of Authorized Agent

Printed Name of Authorized Agent

Section B:

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.

Name of the Exempt Private Employer (Business)

Signature of Authorized Agent

Printed Name of Authorized Agent

Subscribed and sworn before me on this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____