

NEWTON COUNTY COMMERCIAL BUSINESS LICENSE APPLICATION

THE APPLICATION PROCESS

Please read through every page carefully before starting your license process.

Anyone conducting a business within unincorporated Newton County must have a Business License. Business License fees vary according to the type of business & number of employees. Licenses are categorized by Home Occupation or Commercial and have separate regulations. Some professions require additional State of Georgia licensing or certification, please check with the specific State department in which your area of expertise may be regulated. Some businesses may require additional review, permits, licenses, certificates, etc. from other County departments, ie. Fire, Tax Assessors, Environmental Health, Building Permits, Zoning, Impact Fee, etc. prior to the acceptance of a Business License application. The Newton County Business License office does not issue licenses within any city limits. Roadside vending is not permitted in unincorporated Newton County.

You must submit your completed application with fee (check or money order) in person in order to begin the processing of your application. **Incomplete applications will not be accepted.** Please see check off list for all requirements. Applications are accepted Monday through Friday, **8:00am to 4:45pm**. Please allow our office **ten (10)** working days to process your application. Once your application has been reviewed, you will be notified by phone of the status of your application. Once you have received notification that your application has been approved your license will be issued by mail. We require a copy of a 501 (c)(3) form issued by the IRS for non-profit organizations wishing to claim exemption on the occupation tax fee. Eighty percent (80%) or more of the entire proceeds must be devoted to such purpose. Please note that admin. fees still apply to non-profit organizations. A full exemption for Disabled Veterans with a ten (10%) or greater disability shall be granted with proper documentation from the Dept. of Veteran's Affairs.

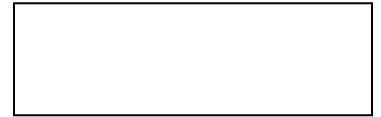
Once your license is issued, display your license in a conspicuous place in your establishment. All business licenses expire annually on December 31st. As a courtesy, Business License renewal notices will be mailed out annually in November and are due on or before December 31st. A late fee will be added to all renewals received after March 15. You may mail or deliver your renewal form with payment (check or money order only) to our office. Your license will be mailed to you within 30 days of receipt of payment. If you close your business or do not wish to renew your license, you must notify our office in writing in order to avoid additional charges. Any change in owner or location of a business shall be reported immediately. Change in location requires a new application and a new business license to be issued. You are responsible for renewing other annual permits, licenses, or certificates regulated by other departments and provide our department with a copy. Violations of County ordinances are subject to a citation and fine upon conviction by a Magistrate Court Judge.

Please contact our office for additional assistance:

Newton County Business License
1113 Usher Street, Suite 201
Covington, Georgia 30014
678-625-1650 Office 770-784-2118 Fax
pmaxwell@co.newton.ga.us

PHONE NUMBERS YOU MAY NEED TO START YOUR BUSINESS:

GA DEPT. OF REVENUE – WWW.dor.ga.gov	1-877-423-6711
SECRETARY OF STATE – WWW.SOS.STATE.US (LLC or INC.)	404-656-2881
STATE LICENSE BOARD	1-478-207-1300
GA COPORATIONS	404-656-2817
FIRE MARSHALL (INSPECTIONS)	RT-678-625-5015/Main #770-784-2116
DHR FOOD SERVICE (INSPECTIONS)	770-784-2121
CHILD CARE SERVICE	404-657-5562
DEPT. OF AGRICULTURE	404-656-3645
GA PUBLIC SERVICE COMMISSION	404-362-6484
DEPT OF MOTOR VEHICLE SAFETY	678-413-8731
BETTER BUSINESS BUREAU	404-688-4910
USED CAR DEALER LICENSE	1-478-207-1460
IMPACT FEE COORDINATOR	Hosanna-678-625-1225/hfletcher@co.newton.ga.us
NEWTON CO. ZONING ADMINISTRATOR	Branin-678-625-1656
NEWTON CO. WATER RESOURCES	678-625-1682
NEWTON CO. BUILDING INSPECTOR	Bob 678-625-1673
NEWTON COUNTY SUPERIOR COURT (DBA/Trade Name)	770-784-2037
NEWTON COUNTY WATER & SEWERAGE	Bryan-678-878-9329/Main #770-787-1375
CITY OF COVINGTON WATER DEPARTMENT	Hank-770-385-2085/ Main# 770-385-2000



Newton County Business License Application

Date of Submittal of Application _____

Type of Ownership: ___ Sole Proprietorship
 ___ LLC
 ___ Corporation

Business Name: _____

Description of Business Activity: _____

Business Owner Name(s): _____

Business Address: (NO PO BOX) _____

City: _____ State: _____ Zip Code: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Number of Employees (including owner): _____ Business Phone: _____ Home _____
Mobile Phone: _____ E-mail _____

(IF DIFFERENT THAN BUSINESS ADDRESS)

Mailing Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

This Application is to be executed under oath: I, _____, solemnly swear subject to criminal penalties for false swearing, that the information in this application for a County business license is true and no false or fraudulent information is made herein to procure the granting of this license. I understand that I must notify the Newton County Business License Department in written if I close my business, or I may be issued citations and fees. I also understand that the Newton County Business License Department is authorized to inspect my property for compliance at any time.

Applicant's Signature

Title

Date

*In accordance with O.C.G.A. 48-5-264.1, please be advised that staff of Newton County Tax Assessors Office may be visiting your property to obtain information of the business authorized by this license. If you have any questions regarding a visit, please contact the Assessor's Office at 770-784-2030, Ext. 0

01/18/2012

FOR OFFICE USE ONLY

Business License Department Approval

Date Issued _____ NAICS # & Description _____

Professional/State # _____ Type of License _____

Map & Parcel# _____ Zoning _____ Conditional/Admin Use# _____

Other _____

Updated Business Address & property owner/contact info.: (initial & date) _____

Checked Address for other Licenses/Permits: (initial & date) _____

Checked Business Name & it is clear for use: (initial & date) _____

Approved/Denied By: _____ Date: _____

Please list and/or attach explanation, restrictions, special requirements, and/or other notes:

Affidavit Verifying Status for Public Benefit Pursuant to Georgia Immigration Laws

By executing this affidavit under oath, as an applicant for a Newton County, Georgia Business or Alcoholic Beverage License, which is a public benefit as referenced in O.C.G.A. Section 50-36-, I am stating for myself or on behalf of _____ (Business Entity) my personal presence in the United States as follows:

- A. _____ I am a United States Citizen, OR
- B. _____ I am a legal permanent resident 18 years or older or I am an otherwise 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. I have provided my Alien Registration Number, or in the event I do not have an Alien Registration Number, I have provided another identifying number below.

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 registration number. Because legal permanent residents are included in Federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number.

- _____
Alien Registration & Card Number or Non-Citizens Doc. Expiration Date Birth Date
- **MUST PROVIDE COPY OF REGISTRATION CARD FRONT & BACK!!!!**

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

This affidavit is only for those employers that employ under 500 employees. Any individual, firm, or corporation that employs more than 500 employees must complete a separate document verifying that they are registered with & utilize E-Verify in accordance with O.C.G.A. 13-10-90.

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 **500** 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. **Note: For all persons filling out this affidavit, the applicable dates for the requirement to use E-Verify are as follows: (a) employers of 500 employees or more must use E-Verify by January, 1, 2012. (b) Employers of 100 employees or more must use E-Verify by July 1, 2012. (c) Employers of 10 or more must use E-Verify by July 1, 2013.**

In making the above representation under oath, I understand that Newton County Business License Department is relying upon this affidavit, and I hereby authorize them to do so and will notify them immediately if there should be any change in the above statements. I am aware 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.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS
___ DAY OF _____, 20___.

Signature of Applicant: _____
Date: _____

Notary Public
My Commission Expires:

PRINT NAME: _____
First Middle Last

CHECK OFF LIST FOR COMMERCIAL BUSINESS LICENSE

All applicable documents below MUST be turned in with your application as a completed package.

- Building/Zoning Compliance Form (Attached) \$50.00 fee – **must be obtained prior to application. Please note: Variances, inspections, and/or additional permits and fees may be required.**
- Fire Marshall Inspection/Certificate of Completion. \$100.00 fee – (Paid when application is submitted)
- Letter from Impact Fee Coordinator (Any fees owed will be collected when business license is approved & picked up).
- Environmental Health Inspection (Cooking Food/Restaurant)
- Dept. of Agricultural Inspection (Prepackaged Food, Grocery or Convenience Stores).
- Copy of State License (If required)
- Copy of Corporate Paper (If Incorporated or LLC)
- Letter from Newton County Water & Sewerage Authority regarding Backflow Preventer **(If your business does not have an updated back flow preventer, you may be required to install one).**
- Check or Money Order for all Fees (Made payable to Newton County). No out of State checks or Counter Checks. New Application Fee is \$50.00 (Non-refundable & paid when turning in application). The Occupation Tax Fee is based on the number of employees. (Example 1-3 employees is \$70.00) This fee is prorated after July 1st.
- Notarized Letter of Permission from Landlord to operate a Business if you do not own property Or lease agreement signed less than 90 days from Business License Application Date.
- Copy of your Driver's License.
- Business License Application **(Attached- only accepted once all above documents are obtained).**
- Provide the name of previous business in your building if applicable; _____
- Sign permits applied for if applicable.

If you are applying for one of the following types of businesses, you will need to provide additional information along with the necessary information above.

- | | |
|---|----------------------------|
| 1. Taxi Cab Service/Any business transporting people. | 8. Group Residence |
| 2. Caterer/Food Services | 9. Sod Dealer/Installer |
| 3. Mobile Car Wash | 10. Live Plant Dealer |
| 4. Mobile Oil Change | 11. Landscaper |
| 5. Ice Cream Truck/Mobile Unit | 12. Garden Center |
| 6. Day Care (Child or Adult) | 14. Florist |
| 7. Personal Care Home | 15. Auto Sales/Repair/Etc. |
| 16. Bail Bondsman | |

01/18/2012

BUILDING & ZONING COMPLIANCE FORM

Applicant's Name: _____ Business Name: _____

Applicant 's Address: _____

Business Address: _____ Contact Phone: _____

Zoning: _____ Map & Parcel # _____ Other Info. _____

Property Owner: _____ (If owned less than 6 months, a copy of deed must be submitted).

For all changes of use from one commercial business to another, Newton County shall require that floor plans be submitted. If changes are proposed to the space occupied by the proposed business, a building permit may be required and new plans shall be submitted showing the extent of changes proposed.

To establish the first commercial use within a structure, or within a space inside the structure, the following shall be provided:

- ___ A site plan of the property showing the following:
 - (a) Location of existing structures
 - (b) Setbacks of structures from property lines
 - (c) Setbacks of structures from streams & other bodies of water
 - (d) Square Footage of all structures
 - (e) Show outside storage of display area
 - (f) Show parking areas, with dimensions, for the commercial use.
 - (g) Required buffer areas

Explain the operation of your business. What do you do? How many employees will you have?:

Is this an existing structure or new structure? _____

Will the business location require changes and/or additions to building? Yes _____ No _____

I have provided the required information as listed above. I understand that unless otherwise noted this form is valid for 30 days from the approval date. I understand that after building & zoning reviews are completed, additional permits may be required.

Applicant's Signature _____ Date: _____

Approvals

Zoning Administrator: _____ Date: _____

Approved Use (Per Article 5 of Zoning Ordinance) _____

Building Official: _____ Date: _____

Conditions of Approval:

01/18/2012