



## OCCUPATIONAL TAX APPLICATION

### Business License - City of Statham

\*To apply for a **new** commercial business license, an approved Business Use Verification form, a Property Owner(s) Authorization form (if applicable), and an approved fire marshal inspection report are required before submittal of a City of Statham Occupational Tax application.

\*To apply for a new home business license, a Home Occupation and Code Acknowledgement Form is required.

\*All **NEW** or **Hazardous Material** commercial businesses require a fire marshal inspection. No business license will be issued without an approval report from the fire marshal for only those businesses. Fire Marshall no longer requires annual business inspections if you have already passed an inspection for your business. Fire Marshall can inspect any business for concerns of condition, failure or other.

#### **Information**

- New businesses shall not begin operation until a fire and life safety inspection has been approved, and a City of Statham Business License is issued.
- Businesses operating without the proper business license will be charged penalties and interest for operating without a license. All business licenses must be paid up to the current year.
- Your business may be subject to Regulatory Fees in addition to the Occupational Tax.
- For Home Business Licenses, the business location must match the address located on the applicant's valid government issued ID.
- Businesses operating as a corporation or any legal entity filed with the Secretary of State Office must provide a copy of the state sealed certificate and articles of organization which includes all members/owners.
- Businesses operating as a Partnership – ALL parties must sign the business application and provide a valid government issued ID.

#### **Alcohol License Application Checklist**

- Additional \$300.00 investigative and administrative fee for new applications. For renewal applications, the fee is \$125.00 and must be in the same applicant and same business as previous year.
- ***Distance Waiver for Alcohol License*** - if located next to a place of worship. Complete and return with application for the regular alcohol license. Must be approved by City Council annually.
- ***Fingerprint Work Order with Barrow County Sheriff's Office*** – New applicants; this must be completed and results received by City Hall prior to Work Session and Council Meetings for application approval.