

**APPLICATION FOR OCCUPATIONAL TAX CERTIFICATE  
INSTRUCTION SHEET (contd.)**

**(REQUIRED FOR ALL NEW AND MODIFIED BUSINESSES)**

1. All fees associated with Occupational Tax Certificate are due when application is submitted for processing. Make Checks or Money Orders payable to the City of Albany. You may also pay by cash and/or credit/debit card.
  - a. Initial application fee for City of Albany Occupational Tax Certificate is \$125.00 for a general business
  - b. Initial fee for City of Albany flea markets, malls, bazaars, and similar businesses, is \$1,000.00
  - c. Tax exempt entities should submit a copy of their form 501 (c)(3) from the Internal Revenue Service
2. Corporations wishing to do business in Georgia must obtain certification from Georgia Secretary of State.
3. A copy of the individual's driver license is required of the person applying for the Occupational Tax certificate on behalf of the business or corporation.
4. An Affidavit Verifying Status for City Public Benefit Application and Private Employer Federal Work Authorization Affidavit must be filled out, signed by the owner or officer of the corporation and notarized when submitting your Occupational Tax application and renewal.
5. All businesses, except those registered or located outside of Dougherty County and are home-based, must be pre-approved by our Planning & Development Department located at 240 Pine Avenue in Room 300 to ensure the business activity proposed is appropriate for the location.
6. All businesses in commercial locations require a Fire Inspection be performed by the Albany Fire Department. Your location must pass the inspection and you must be issued a Certificate of Occupancy (CO) from the Fire Department before opening your business.
7. Applicants in industries that are regulated by the State of Georgia must obtain a license from the State of Georgia and attach a copy of license or permit with application. This includes but is not limited to the following: Electrician, Refrigeration, Heating/Cooling, Auto Dealers, Plumbing, Alarm Contractors, Barbers/Beauticians, Daycare centers etc.
8. Department of Agriculture approval is required for all convenience and grocery stores. You must obtain a food permit from the Department of Environmental Health if you are operating a restaurant and/or business that serve alcohol by the drink.
9. Contractors must provide a current Certificate of Insurance depicting liability insurance coverage of at least \$100,000.00 and the City of Albany as certificate holder. Upon any cancellation or expiration of the insurance coverage, your license is void and of no force and effect. Additionally, you may be summonsed to Municipal Court as such conduct would be a violation of CITY CODE sec.26-26.

**Completing your application:**

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You must check the appropriate box "New business" or "Modify Existing Business" at the top left of the page and fill in the date that you are submitting your application.

- a. If you check "Modify Existing Business", then check one of the boxes immediately beneath this section to indicate what you are changing; then, proceed to section 1.
- b. If you checked "New Business", proceed to section 1.

**Section 1**

1. Indicate the location of your primary business by checking either "Albany" or "Dougherty County".
2. Indicate whether your business will operate from an existing building, new building, etc,
  - c. Note, if you are operating a home-based business, please check "Existing Building"
3. Indicate whether your business is a Partnership, Corporation, Home Occupations, etc.
4. Fill in the date your business will open. If you plan to open as soon as your application is approved, fill in today's day.

**Section 2**

1. Enter the business name (this should be the name under which the business will operate).
2. Enter the physical location of the business and business phone number

**Section 3**

1. Enter the Corporate name of your business and mailing address for the business

**Section 4**

1. If applicable, enter your sales tax number (if your business is required to pay sales tax, your application will not be accepted without this information)
2. If applicable, enter your state license number (if your business is required to maintain state licensure, your application will not be accepted without this information)
3. Enter your Federal Tax Number (EIN, TIN, etc.)
  - a. If you have not applied for a Federal Tax Number, you may submit your application using your social security number. Please be advised that upon receiving your Federal Tax Number, you will be required to close the existing business and submit a new application.
4. Enter your E-Verify Number. House Bill 87 requires all business with 10 or more employees to register with U.S. Citizenship and Immigration Services and utilize the e-verification system.

Answer 'yes' or 'no' in **Sections 5 and 6**. If yes, provide explanation and/or description.

**Section 7**

1. Enter Owner information. Please be sure to include home address or P.O. Box and phone number for Owner.

**Section 8**

1. Business type: this should be the primary operation (eg. Retail, tax preparation, bar, etc.)
2. Enter the total number employed by the business
3. If you are modifying an existing business, enter prior year's gross receipts.
4. Enter your email address

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Sign and date your application. **Do not fill in any information below your signature.** Unless your business is either located outside of Dougherty County or is home-based, you must first take your application to our Planning & Development Department located at 240 Pine Avenue Suite 300 to ensure the business activity proposed is appropriate for the location. Once your operation is approved, return your application to the Treasurer's office. Your application fee will be accepted along with all other necessary documentation, and your fire inspection will also be scheduled at this time.

If there is a change in the business, such as those listed below, please notify us immediately. If the changes are made after the renewal deadline of January 31st, an additional fee will be assessed to the business.

- Change in Ownership
- Change in Company Name
- Change in the Federal ID Number
- Change in the Location, or
- Change in the Mailing Address

**APPLICATION CHECKLIST**

1. Application for Occupational Tax Certificate
2. Affidavit Verifying Status for City Public Benefit
3. Private Employer Affidavit Pursuant to O.C.G.A §36-60-6(d)
4. Contractors: Copy of current Certificate of Insurance depicting liability insurance coverage of at least \$100,000.00 and the City of Albany as certificate holder. Upon any cancellation or expiration of the insurance coverage, your license is void and of no force and effect. Additionally, you may be summonsed to Municipal Court as such conduct would be a violation of CITY CODE sec.26-26.
5. Copy of state license (Doctors, Lawyers, CPAs, Engineers, Electricians, Plumbers, Hairdressers, Daycare Centers, etc.)

NOTE: Your Occupational Tax Certificate is valid for only one calendar year (calendar year). This means your Occupational Tax certificate will expire on December 31<sup>st</sup> each year, regardless of the date on which it was obtained. You may renew your Occupational Tax Certificate beginning December 1<sup>st</sup> for the next year. You must renew your Occupational Tax Certificate no later than January 31st for the current year to avoid penalty and interest fees. If your business did not generate any income, you are still required to renew your Occupational Tax certificate unless you intend to dissolve the business and have notified the Treasurer's Office in writing of such. For the protection of your business, we require the written notification to close your business to be signed and notarized.

**Following the instructions carefully will assist our office in processing your Occupational Tax Certificate in a timely manner. Contact our office before submitting your application if you have questions and/or concerns. Please be advised that incomplete applications will not be processed. Any documents and/or payments submitted will be returned to you by mail.**

**THANK YOU.**