The City of Snellville
Department of Planning & Development
2342 Oak Road
Snellville, GA 30078
(770) 985-3513
(770) 985-3514
www.snellville.org
FAX (770) 985-3551

OCCUPATIONAL TAX APPLICATION CHECKLIST

(BUSINESS LICENSE)

✓ Verify that the business address is in the municipal City limits of Snellville. Four different zip codes (30078, 30017, 30039, and 30052) have Snellville mailing addresses; however, not all addresses in these zip codes are located within the City limits. Please call our office to check the address before proceeding with this application; please be prepared to provide copies of your: lease, driver’s license, and professional license (if applicable). We will also need a form of payment and any other items necessary to open your business.

✓ Verify that the business address is properly zoned to allow the proposed use of the property. If the property is not properly zoned, a Rezoning Amendment, Land Use Plan Amendment, and/or Conditional Use Permit must be approved by the Mayor and Council prior to the issuance of a business license;

✓ Obtain a Building Permit from the City of Snellville if any interior/exterior improvements, additions, or alterations will be made to the business building or site. Please call our office or visit our website for a building permit application packet. Upon final inspection and approval by the City inspector, a Certificate of Occupancy will be issued by the City of Snellville;

✓ Obtain a Safety inspection. If a commercial business location has been unoccupied and needs electrical or gas service, a Safety Inspection ($25) must be requested and successfully passed before electrical and/or gas service can be restored to the business location. Please contact our office to schedule the Safety inspection;

✓ Obtain a Fire Marshal Certificate of Occupancy from the Gwinnett County Fire Marshal’s Office (770-518-4980) (not required for Home Business Applicants). Please refer to the “Obtaining a Permit/Inspection within a City Limits” form for additional information and procedures for inspection and Certificate of Occupancy;

✓ Obtain a Food Service Permit from the Gwinnett County Health Department if your business will be serving or preparing food. Please call the health department at (770) 963-5132 for additional information;

✓ Obtain approval from the Gwinnett County Water Resources Department for restaurant, car wash, and other water intensive uses for grease trap and backflow prevention requirements. Please call (678) 376-6800 for additional information;

✓ Obtain approval from the Georgia Department of Agriculture for food storage establishments (grocery and convenience stores) and fuel (gas) stations and provide a copy of the inspection results and permit. Please call (404) 656-3627 for additional information;

✓ Complete the following applications and forms in their entirety and allow five business days for processing and approval:
  o Occupational Tax (Business License) Application;
  o U.S. Citizen / Qualified Alien Affidavit (requires notarized signature);
  o Registered Agent form (requires notarized signature);
  o Georgia Sales and Use Tax Affidavit; (for all businesses required to collect sales tax)
  o Snellville Police Department Alarm Registration Form (not required for Home Business Applicants);
  o Solid Waste Affidavit & Disclosure Form and visit the Snellville Public Works Department for sanitation account and service (not required for Home Business Applicants); and
  o Home Business Applicants must be able to comply with and complete either the Home Business Standards or the Home Occupations Standards Form;

✓ Upon receiving the completed and signed Occupational Tax Application and supplemental forms, the application will be accepted and fees collected. Please allow five (5) business days for processing and approval;

✓ All signage including temporary banners must be permitted by the City of Snellville Department of Planning & Development. Please call our office or go to our website for sign permit applications.

Rev. 3-20-2018
OCCUPATIONAL TAX
COMMERCIAL BUSINESS APPLICATION

AppliCation For:  New Business  change in Ownership  address/lOcAtion change

Type of ownership (check one) sole proprietor  Partnership  corporation  llc

Type of business

Number of employees

LOCAL PHONE NUMBERS

BUSINESS (____)__________________  contact name__________________

FAX (____)__________________  cellular (____)__________________

E-MAIL__________________  corporate (____)__________________

professionAl practitioners

number of practitioners associated with business

Certain practitioners/professionals may elect to pay $300 per practitioner in lieu of reporting and paying a tax on gross receipts. If you are eligible, and if you and all members of your firm elect to pay the flat per-practitioner tax this year, check below and you will be charged accordingly.

_______ I elect to pay a flat tax in lieu of reporting gross receipts and paying a tax based on gross receipts.

Please indicate the number of practitioners next to the appropriate type of profession

Architects  Engineers (civil, etc.)  Lawyer (Attorney at Law)  Psychologist/Physiotherapy

Chiropractor  Funeral Director  Optometrist  Public Accountant

Dentist  Landscape Architect  Osteopath  Veterinarian

Embalmer  Land Surveyor  Physician

Gross receipts (sec. 54-176) inspection of records: failure to submit- The city of Snellville reserves the right to inspect the books of any person subject to an occupation tax under this article in order to determine the accuracy of the documents and information submitted to the city by a business or practitioner.

$ ____________ (please fill in amount of gross receipts)  Period covered: ____________thru Dec. 31st

I certify that the above information is true and correct, contains no fraudulent information and I further understand that the information I have entered is subject to audit per the city of Snellville Municipal Code- Section 54-176.

Applicant name (please print)  signature and title of applicant  date
GEORGIA SALES & USE TAX AFFIDAVIT

IN ACCORDANCE WITH O.C.G.A § 48-13-20.1, CITIES AND COUNTIES MAY COLLECT AND SUBMIT CERTAIN INFORMATION TO ENABLE THE GEORGIA DEPARTMENT OF REVENUE (877-423-6711) TO ENSURE THAT BUSINESSES ARE PROPERLY COMPLIANT WITH STATE AND LOCAL SALES TAX LAWS.

THE CITY OF SNELLVILLE, GEORGIA LEVIES AN OCCUPATION TAX OR REGULATORY FEE UNDER O.C.G.A § 48-13-1 ET SEQ., AND PASSED RESOLUTION 2011-04 ON FEB 28, 2011 TO PARTNER WITH THE GEORGIA DEPARTMENT OF REVENUE IN AN EFFORT TO ENSURE PROPER PAYMENT OF SALES AND USE TAX.

ANY PERSON WHO PERFORMS ANY BUSINESS, OCCUPATION OR PROFESSION SUBJECT TO AN OCCUPATION TAX OR REGULATORY FEE UNDER O.C.G.A. § 48-13-1 ET SEQ., IS REQUIRED TO PROVIDE THE CITY OF SNELLVILLE THE FOLLOWING INFORMATION WHEN PAYING SUCH OCCUPATION TAX OR REGULATORY FEE:

### BUSINESS INFORMATION

Legal Name of the Business: ____________________________________________________________

Does Business have a Trade Name or D/B/A: □ No □ Yes (Name): _______________________________________

Business Mailing Address: ________________________________________________________________

Street Address or PO Box City State Zip

Business Physical Address: ________________________________________________________________

Street Address Suite

Sales and Use Tax ID Number Assigned by the Georgia Department of Revenue: ___________________________

(Do not provide Federal Taxpayer ID Number (FEIN)

☐ Check here if Georgia law does not require a Sales and Use Tax identification number for the business.

North American Industry Classification Code (NAICS): ____________________________ (leave blank if not known)

### ACKNOWLEDGEMENT

I hereby understand and acknowledge that pursuant to O.C.G.A. § 48-13-20.1 the City of Snellville, Georgia may collect certain information which will be provided to the Georgia Department of Revenue to ensure that businesses are properly compliant with State and local sales and use tax laws and that if any person refuses or fails to provide the required information, the City of Snellville will notify the Georgia Department of Revenue. For questions, please contact the Georgia Department of Revenue at 877-423-6711 or website www.etax.dor.ga.gov.

Acknowledged By: ___________________________________________ Date: __________________

Print Name: ___________________________________________ Title: __________________

Entered into Incode: ___________________________ Entered into GADOR: ___________________________ Business Start Date: ____________________
As a result of recent law change, The City of Snellville, Georgia is required to obtain from each person applying for a particular public benefit (including new and renewal licenses) a signed and sworn affidavit verifying his or her lawful presence in the United States that is accompanied by a copy of at least one “secure and verifiable document.” By executing this affidavit under oath, as an applicant for: (circle one) Occupation Tax Certificate or Alcohol Beverage License for (business name)

_____________________________________________________ as referenced in O.C.G.A. § 50-36-1, from The City of Snellville, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit (check one of the following):

a. _____ I am a United States citizen 18 years of age or older. Submit a legible front and back copy of your current secure and verifiable document(s) such as driver’s license, passport, or other document as indicated on back page.

b. _____ I am a legal permanent resident of the United States 18 years of age or older.

c. _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien number issued by the Department of Homeland Security or other federal immigration agency is: _______________________ (Required). Submit a legible front and back copy of one of the following secure and verifiable document(s):

- U.S. Permanent Resident Card (I-551), or
- Valid Foreign Passport with I-94, or
- Temporary Resident Alien Card (I-688), or
- Employment Authorization Card (I-766 or I-688B), or
- Employment Authorization Document (I-688B), or
- Refugee Travel Document (I-571)

In making the above representation 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 O.C.G.A. § 16-10-20 and face criminal penalties as allowed by such criminal statute. Furthermore, the undersigned applicant hereby verifies that applicant has provided at least one secure and verifiable document, as defined by O.C.G.A. § 50-36-2 with this affidavit.

SWORN TO AND SUBSCRIBED,

_____________________________________________________  ______________________________
Signature of Applicant      Print Name

Before me this ____ day of ________________, 20___; AFFIX SEAL HERE

____________________________________    ______________
Notary Public        My Com. Expires

rev. 06-01-2015
Secure and Verifiable Documents
Under O.C.G.A. § 50-36-2

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residence or immigration status.

____ United States passport or passport card
____ United States military identification card
____ Driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, The Commonwealth of the Northern Marianas Islands, The United States Virgin Islands, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.

____ Identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, The Commonwealth of the Northern Marianas Islands, The United States Virgin Islands, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.

____ Tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.

____ United States Permanent Resident Card or Alien Registration Receipt Card (I-551)
____ Employment Authorization Document that contains a photograph of the bearer ((I-766)
____ Passport issued by a foreign government
____ Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
____ Free and Secure Trade (FAST) card
____ NEXUS card
____ Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
____ Driver’s license issued by a Canadian government authority

____ Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561)
____ Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)
____ Other document or form of identification for proof or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular public benefit.
REGISTERED AGENT CONSENT FORM

(FOR COMMERCIAL BUSINESS LOCATIONS ONLY)

____________________________________________
Business Trade Name (dba)

____________________________________________
Location Address

I, ____________________________________________, do hereby consent to serve as the Registered Agent for the
licensee, owners, officers, and/or directors and to perform all obligations of such agency under the Code of Ordinances of
the City of Snellville. I understand the basic purpose is to have and continuously maintain in Gwinnett County a Registered
Agent upon which any process, notice, or demand required or permitted by law or under said Ordinance to be served
upon the licensee or owner may be served.

I understand that the Registered Agent must be a resident of Gwinnett County.

________________________________________
Signature of Agent (Must be signed in presence of Notary Public)

________________________________________
Registered Agent Name (Print)

________________________________________
Registered Agent Home Address (Print)

________________________________________
Registered Agent Telephone Number

I HEREBY CERTIFY THAT ________________________________________ IS PERSONALLY KNOWN,
OR VERIFIED BY ME, THAT THE APPLICANT SIGNED THIS APPLICATION AFTER STATING TO ME HIS
OR HER PERSONAL KNOWLEDGE AND UNDERSTANDING OF ALL STATEMENTS AND, UNDER OATH
ACTUALLY ADMINISTERED BY ME, HAS SWORN THAT THE STATEMENTS AND ANSWERS
CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT.

THIS _____ DAY OF ______________, 20____.

________________________________________
NOTARY PUBLIC

Rev. 06-14-2016
SOLID WASTE AFFIDAVIT & DISCLOSURE FORM

IN ACCORDANCE WITH CHAPTER 46 OF THE SNELLVILLE CODE OF ORDINANCES, ALL REFUSE AND RECYCLABLES SHALL ONLY BE COLLECTED, CONVEYED AND DISPOSED OF BY THE FRANCHISEE.

THEREFORE, ALL APPLICANTS FOR A CITY OF SNELLVILLE BUSINESS LICENSE ARE REQUIRED TO CONTACT THE CITY OF SNELLVILLE PUBLIC WORKS DEPARTMENT TO ARRANGE FOR SANITATION SERVICES,

Name of Business: _________________________________________________________

Business Location (Address): ______________________________________________ Suite: _________

Is Business Location in a Shopping Center: □ No □ Yes (Name): ___________________________

If your sanitation service is provided by your landlord, please provide...

- Landlord Name_________________________Phone________________________________

- Landlord Signature/Date_____________________________________________________

- Sanitation Account number____________________________________________________

I hereby understand and acknowledge that the City of Snellville Code of Ordinances and Franchisee Agreement requires that all solid waste be collected, conveyed and disposed of by the Franchisee and that an account for solid waste collection and disposal must be obtained and kept current through the City of Snellville Public Works Department.

Signature of Applicant: __________________________________________ Date: __________

Print Name: ______________________________________________________ Title: __________________

For City Use Only

Approved By (Public Works): ___________________________ Date ___________ Account No. __________

Approved By (Planning & Development): ___________________________ Date ___________
E-Verify Affidavit
Private Employer Compliance Pursuant to O.C.G.A. § 36-60-6(d)

This form is required by the State of Georgia. Please have it notarized and return it with your completed renewal application.

Number of Employees______

☐ More than ten (10) employees, check this box.

By executing this affidavit, the undersigned private employer verifies it’s compliance with O.C.G.A. §36-60-6, stating affirmatively that the individual, firm or corporation employs more than ten (10) 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:

Federal Work Authorization Number__________ Date of Authorization____________________

☐ Exempt-Less than ten (10) employees, check this box.

Exempt from O.C.G.A. §36-60-6 -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 (11) 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.

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

Executed on______________,20_______ in______________,(city)_________(state)

Signature of Authorized Officer or Agent __________________________________________

Printed name and Title of Authorized Officer or Agent________________________________

Subscribed and sworn to me this ___________ DAY OF_____________, 20___

___________________________________________

NOTARY PUBLIC
MY COMMISSION EXPIRES ____________________________ (SEAL)
Important Information

Today’s Date: ____________________________

Business Name: ____________________________

(Initial after reading)

___ Business License renewal packets are mailed out every year in December. If you do not receive a packet, contact our office or stop in during normal business hours. Failure to receive the packet is no excuse for not renewing on time.

___ Business Licenses expire every year on December 31. A grace period is given until March 31. It is your responsibility to renew by March 31 every year in order to avoid late fees and citations. Mark your calendar now!

___ Should the business move or close down for any reason you are required to notify our office in order to avoid citations for not renewing the Business License on time.

___ Business signage will require an approved permit. Please go to our website for the applications and requirements: www.snellville.org > Planning & Development > Forms & Applications for the particular sign application you need. Business signage is not allowed for home businesses.

Questions? Please call 770-985-3513

The City of Snellville appreciates its loyal businesses! Thank you!

Witness ____________________________ Date ____________________________
**CHECK ALL THAT APPLY:**  
- [ ] NEW  
- [ ] RENEWAL  
- [ ] COMMERCIAL  
- [ ] RESIDENTIAL  

**Business Name or Homeowner Name:**  
**Telephone Number at Alarm Location:**  

**Address and Suite or Apt #:**  

**City, State and Zip Code:**  

**Mailing / Billing Address (If different from above):**  

** Applicant (Please Print):**  

** Applicant Home Phone:**  

** Applicant Cell or e-mail Address:**  

** Applicant Signature (Required):**  

**Any Dangerous or Special Conditions Present at the Alarm Site:**  

--- **IF Applicable: Rental Agent / Management Co. Information:**  

**Name:**  

**Phone Number:**  

**Address, City, State and Zip Code:**  

--- **ALARM SYSTEM INFORMATION (CHECK THE APPROPRIATE BOXES)**  

- [ ] There is NO alarm system at this location.  
- [ ] I have received training from the alarm company in the proper use of my alarm system, including training in how to avoid false alarms.  
- [ ] I have given written operating instructions for the alarm system, including written guidelines on how to avoid false alarms.  
- [ ] I understand that law enforcement response may be based on factors such as availability of Police Units, Priority calls, Weather conditions, Emergency conditions, Staffing levels, etc.  

**Alarm Monitoring Company Name:**  

**Phone Number:**  

**Required for all Alarm Systems Except Those not monitored.**  

**Address, City, State and Zip Code:**  

--- **RESPONSIBLE PARTY INFORMATION**  

If you are NOT available, one of the following persons must respond to the alarm within 30 minutes of a police request.  

**Contact #1**  

**Home Phone:**  

**Work Phone:**  

**Cell Phone:**  

**Contact #2**  

**Home Phone:**  

**Work Phone:**  

**Cell Phone:**  

**Contact #3**  

**Home Phone:**  

**Work Phone:**  

**Cell Phone:**  

--- **DECAL INFORMATION**  

- [ ] I HAVE A DECAL ON MY BUSINESS / HOME  
  
  **THE NUMBER IS:**  
  
- [ ] PLEASE MAIL A DECAL FOR MY BUSINESS / HOME (Required) Replacement DECALS are $15 each.  

**New Decal No.:**  

--- **City Ordinance Agreement**  

By initialing this box, I have received a copy of the City Ordinance section 22-31 through 22-40.  

**Mail to:**  

City of Snellville Police Department  
Attn: Alarm Administrator  
2315 Wisteria Drive  
Snellville, GA 30078
Certificate of Occupancy Application – Online Process

Simply follow these steps:

1. Go to [https://eddspermits.gwinnettcounty.com/citizenaccess/](https://eddspermits.gwinnettcounty.com/citizenaccess/)

2. Log into your account or create a new account and then click the “Residential/Commercial Permits” tab at the top of the page.

3. Check that you agree to the terms and conditions in the General Disclaimer, and then click “Continue with Submittal Process.”

4. Select ‘Application for Certificate of Occupancy’ under Commercial Building Permits, and then select the ‘Continue’ button.

5. Follow the steps to create the application for your business.

   - Once the application has been reviewed, the fees for the Certificate of Occupancy will be assessed and you will receive an email notification with a link to follow to pay the fees. The application process cannot be completed until the fees have been paid.

   - Once the fees have been paid, your permit will be issued and an email notification will be sent containing instructions for preparing for your fire inspection and building inspection and how to schedule the inspections.

   - After passing the required inspections, the Certificate of Occupancy will be issued by the Inspector.

Who needs a Certificate of Occupancy?

All commercial businesses within Gwinnett County, including those within a city limits of Gwinnett County, with the exception of the City of Loganville, must have a Gwinnett County Fire Certificate of Occupancy (CO), per the Gwinnett County Fire Protection and Life Safety Ordinance section 46-44 b. Permits must be obtained prior to construction, demolition, change of use or occupancy classification, and tenant or ownership change.