



USED INTERNET CAR DEALER

- Complete the Business License application packet.
- Complete the Sworn Affidavit. (unless located on McGee Rd)
- Notary service is provided in our office. You must sign in front of a Notary.
- Complete top 1/2 of Georgia Zoning Certification form.
- Submit completed forms and the Occupation Tax Fee (Business License fee)
- Submit a signed and executed lease agreement.
- Submit copy of photo i.d.

A Conditional License will be issued for the business. This Conditional License is only to be used to apply to the State of Georgia Used Car Dealer Board. Do not operate. Once The State of Georgia has issued the Dealer License for the address in the City Limits of Snellville provide a copy to have your Business License released to operate.

SUBMIT ALL PAGES I - 9



CITY OF SNELLVILLE
DEPARTMENT OF PLANNING AND DEVELOPMENT
2342 OAK ROAD
SNELLVILLE, GA 30078
(770) 985-3513 (770) 985-3514
www.snellville.org

E-Verify _____
BOTSS _____
S.A.V.E. _____
Sanitation _____
Fire Marshal _____
Health Dept. _____
Grease Trap _____
Scanned _____

FOR CITY USE ONLY DATE RCVD _____ SIC _____ CLASS _____ ZONING DISTRICT _____ USE PERMITTED _____	OCCUPATIONAL TAX COMMERCIAL BUSINESS APPLICATION BL# _____	FOR CITY USE ONLY FEES DUE _____ PAID _____
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IF NO LONGER IN BUSINESS, PLEASE NOTIFY THE PLANNING DEPT. SO THAT WE CAN MAKE THE BUSINESS INACTIVE FOR OUR RECORDS.

APPLICATION FOR: ☐ NEW BUSINESS ☐ RENEWAL ☐ CHANGE IN OWNERSHIP ☐ ADDRESS / LOCATION CHANGE

CORPORATE NAME-		
BUSINESS NAME (D/BA)		MAILING ADDRESS (IF DIFFERENT FROM PHYSICAL ADDRESS)
FED. ID NO.-	DATE BUSINESS ESTABLISHED:	IN CARE OF
OWNER NAME(S)-		MAILING STREET ADDRESS
LOCAL STREET ADDRESS-		MAILING P.O. BOX
CITY, STATE, ZIP -		CITY, STATE, ZIP

TYPE OF OWNERSHIP (CHECK ONE) SOLE PROPRIETOR _____ PARTNERSHIP _____ CORPORATION _____ LLC _____

BRING COPY OF REGISTRATION

TYPE OF BUSINESS _____ **NUMBER OF EMPLOYEES** _____

LOCAL PHONE NUMBERS

BUSINESS (____) _____
FAX (____) _____
E-MAIL _____

CONTACT NAME _____
CELLULAR (____) _____
CORPORATE (____) _____

PROFESSIONAL PRACTITIONERS *See List Below*

NUMBER OF PROFESSIONALS 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.*

ENTER GROSS RECEIPTS FROM PREVIOUS CALENDAR YEAR. IF BUSINESS CONDUCTED FOR ONLY A PART OF THE PRECEDING YEAR, PART YEAR RECEIPTS MUST BE PRORATED TO FULL YEAR (12 MONTHS). IF NEW BUSINESS, GROSS RECEIPTS PROJECTED FOR CURRENT CALENDAR YEAR (THROUGH DEC. 31ST).

\$ _____ (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



SWORN AFFIDAVIT

FOR USED MOTOR VEHICLE DEALERS IN INTERNET VEHICLE SALES

City of Snellville
Planning & Development Department
2342 Oak Road, 2nd Floor
Snellville, GA 30078
Phone 770.985.3513 OR 770.985.3514

www.snellville.org

[RCVD STAMP HERE]

PROJECT # _____

I _____ AS PRINCIPAL OWNER
OF

BUSINESS (NAME): _____

AM APPLYING FOR AN OCCUPATIONAL TAX CERTIFICATE
(BUSINESS LICENSE)

FROM THE CITY OF SNELLVILLE, GEORGIA
TO SELL USED MOTOR VEHICLES ON THE INTERNET,

DO SOLEMNLY SWEAR AND AFFIRM:

- THERE WILL BE NO TEMPORARY OR PERMANENT DISPLAY, PARKING, DELIVERY, OR STORAGE OF ANY SALE VEHICLE ON THE PREMISES AT ANY TIME.
- I UNDERSTAND THAT A SPECIAL USE PERMIT APPROVED BY THE MAYOR AND COUNCIL IS REQUIRED, SUBJECT TO THE USE STANDARDS OF SEC. 206-5.13.J (SEE REVERSE) TO ALLOW FOR THE DISPLAY, PARKING, DELIVERY OR STORAGE OF SALE VEHICLES ON THE PREMISES.
- I UNDERSTAND ZONING VIOLATIONS WILL RESULT IN ISSUANCE OF CITATION(S) TO THE BUSINESS OWNER AND/OR PROPERTY OWNER FOR APPEARANCE IN THE SNELLVILLE MUNICIPAL COURT.

Signature of Applicant

Date

SWORN before me in person on this day _____ of month _____ 20____.

Signature of Notary Public

AFFIX NOTARY SEAL

Sec. 206-5.13.J. Vehicles Sales, Rental, or Auction

Where vehicles sales, rental, or auction is allowed as a special use in the BG, HSB, and LM Districts, it is subject to the following:

- a. The minimum lot size is 2 acres.
- b. The property must have at 200 feet of frontage along a street.
- c. One thousand linear feet of separation must exist between said business and any other vehicle sales or leasing business. For purposes of this requirement, distance is measured by the most direct route of travel on ground in the following manner:
 - i. From the main entrance of the proposed establishment from which vehicle sales or leasing shall occur;
 - ii. In a straight line to the nearest public sidewalk, walkway, street, road or highway by the nearest route;
 - iii. Along such public sidewalk, walkway, street, road or highway by the nearest route;
 - iv. To the main entrance of the existing establishment from which vehicle sales or leasing will occur.
- d. All vehicles on the sales lots must be in generally good and operable condition at all times. Wrecked or partially wrecked, dismantled, or non-operable vehicles are not allowed.
- e. All vehicles in sales lots shall be parked on a hard-surface marked/striped spaces only and only in areas designated for the display of vehicles for sale and may not be parked in landscape or grassy areas or elevated by the use of a ramp, post or other device higher than 5 feet above grade.
- f. Vehicles for sale may not be parked in areas reserved for customer or employee parking.
- g. No outdoor incidental uses such as carwashes or air compressors are allowed.
- h. The sides and rear of the facility must be screened from view of surrounding properties by an opaque 8-foot high fence.
- i. All service and repair work must be performed in a covered service bay with opaque walls on all sides, except at vehicular entrances and exits.
- j. Showrooms and/or service bays that keep new/used/service vehicles within building structures must meet all applicable federal, State, County, and local building and life-safety codes (at the time of application for an occupation tax certificate) regarding the storage of hazardous materials.
- k. Before the issuance of an occupational tax certificate from the City, all applicants must provide a current copy of required dealer licenses obtained from the State of Georgia.
- l. Anyone found to be in violation of these use standards is subject to citation(s) of up to \$1,000.00 per day and/or up to 60 days in jail so long as the violation(s) are present on the property.



O.C.G.A § 50-36-1(e)(2)

This Form is Required by the State of Georgia



U. S. CITIZEN / QUALIFIED ALIEN AFFIDAVIT

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:

Occupation Tax Certificate or Alcohol Beverage License

(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 not a United States citizen, but I am a legal permanent resident of the United States 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 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____;

Notary Public

My Commission Expires: _____

AFFIX SEAL HERE

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.

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 application.

Number of Employees _____

Only Mark 1 box below:

☐ More than ten (10) employees.

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 deadline 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 the date of authorization are as follows:

Federal Work Authorization Number: _____

Date of Authorization: _____

-OR-

☐ EXEMPT - Less than (10) employees.

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 §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 in O.C.G.A. §13-10-90.

Complete below in front of a Notary Public

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

Signature of Authorized Agent or Owner

Print Name

Executed on (Today's Date)

Notary:

Subscribed and Sworn to me this _____ Day of _____, 20_____

(SEAL)

Signature of Notary Public

My Commission Expires

ZONING CERTIFICATION

This is to certify that the property listed as:

DEALERSHIP NAME

OWNER

STREET ADDRESS

CITY, STATE, ZIP CODE

is currently zoned for use as a Used Motor Vehicle Dealer or Used Motor Vehicle Parts Dealer establishment in the county / city of _____ and that current zoning standards will allow a permanent sign on the property that appraises consumers of the dealership.

- ☐ This Used Motor Vehicle Dealer is **NOT** allowed to store inventory or display used motor vehicles for sale at any time.
- ☐ This Used Motor Vehicle Dealer will operate an "Open Lot" and may display a maximum of _____ vehicles for sale at any one time.

Signature of Zoning Commissioner

Printed Name of Zoning Commissioner

SWORN TO AND SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____, 20____

NOTARY PUBLIC

My Commission Expires _____

Georgia requires a legible ink seal for notarized documents.
If an embossed seal is used a foil overlay or shading should be applied
to make the seal legible when digitized.

NOTARY SEAL



City of Snellville
DEPARTMENT OF PLANNING AND DEVELOPMENT
2342 OAK ROAD, 2ND FLOOR
SNELLVILLE, GA 30078
www.snellville.org

(770) 985-3513
(770) 985-3514

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: _____



Public Works Department

City of Snellville
2491 Marigold Road
Snellville, Georgia 30078
www.snellville.org

(770) 985-3527
(770) 985-3540

SOLID WASTE AFFIDAVIT & DISCLOSURE FORM

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

THEREFORE, ALL APPLICANTS FOR A CITY OF SNELLVILLE BUSINESS LICENSE AND/OR BUILDING PERMIT ARE REQUIRED TO CONTACT THE CITY OF SNELLVILLE PUBLIC WORKS DEPARTMENT TO ARRANGE FOR SANITATION SERVICE FOR BUSINESS SOLID WASTE AND/OR CONSTRUCTION DEBRIS.

INSTRUCTIONS:

- Applicants for a City of Snellville Business License must complete BOX 1 and BOX 3.
- Applicants for a City of Snellville Building Permit must complete BOX 2 and BOX 3.

BOX 1

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 _____ Sanitation Account Number _____ Date _____

BOX 2

Construction Project Name: _____

Project Location (Address): _____ Suite: _____

Scope of Project (check all that apply): ☐ New Construction ☐ Interior Remodel/Finish ☐ Demolition ☐ Site Work

BOX 3

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.

Acknowledged By: _____ Date: _____

Print Name: _____ Title: _____

For City Use Only

Approved by (Public Works) _____ Date _____ Account Number _____

Approved by (Planning & Development) _____ Date _____



Tenant Name Change Guide Sheet

In order to apply for a Tenant Name Change Permit please follow these simple steps.

1. In order to apply you must be logged into your account at the Gwinnett County Citizen Access portal at the address below:

<https://aca-prod.accela.com/GWINNETT/Welcome.aspx>

2. Under Commercial/Residential Services, select "Create an Application".

[Home](#) [Plan Review](#) [Commercial/Residential Permits](#) [Fire Services](#) [Complaints/Violations](#) [Development Services](#) [Zoning](#)

Welcome to the Gwinnett County E-Services Website, Jennifer FoldenNissen
You have successfully logged in.

E-Services Home
Check your Cases, Pay Fees.
[My Projects](#) | [Pay Fees](#)

Plan Review
Electronic Plan Submittal for Plan Review, CDC Package, DOT ROW Utility Permit
[Create an Application](#) | [Search Records](#)

Commercial/Residential Permits
Residential, Repair, Basement Remodeling and Deck Permits, Certificate of Occupancy for Business License (no construction), Permit Extension/Renewal Request, Certificate of Occupancy (Tenant Name Change), Cell Tower/Oversized Sign Registration and Foreclosure/Vacant Structure Registration.
[Create an Application](#) | [Find Your permit](#) | [Schedule An Inspection](#)

Complaints/Violations
Building Violations, Code Enforcement Violations, Development Violations and Fire Marshal Violations.
[Submit a Code Complaint](#) | [Search Cases](#)

Fire Services
Bonfire, Consumer Fire Works, Motion Picture & Television, Outdoor Fireworks Display, Commercial Burn Pit, Fire Flame - Special Effects and Tent Permits
[Create an Application](#) | [Search Permit](#)

Development Services
Sign Location Permits for Wall/Ground, Temporary Sign permits.
[Create an Application](#) | [Find Your permit](#) | [Schedule An Inspection](#)

Zoning
[Search Cases](#)

3. In the next menu, under "Commercial", select "Certificate of Occupancy for Business License (no construction)". Then click "Continue".

Select a Permit Type

Choose one of the following available permit types. If you do not see your desired permit type or application type listed below please contact the department.

NOTE: For Permit types that require a permit fee, the fee must be paid before the permit is issued. The permit fee is assessed and paid at the end of the process.

- ▶ **Commercial**
 - ☐ Building
 - ☐ Cable TV Power Booster Installation
 - ☒ Certificate of Occupancy for Business License (no construction)
 - ☐ Gas Line Pressure Test (Reconnect Only - No Work)
- ▶ **Residential**
 - ☐ Basement Remodel
 - ☐ Building (any single-family structure)
 - ☐ Deck
 - ☐ Electrical
 - ☐ HVAC Replacement
 - ☐ Permit Extension Or Renewal Request
 - ☐ Water Heater Replacement
- ▶ **Repairs**
 - ☐ Fire Damage
 - ☐ Miscellaneous Damage
 - ☐ Storm Damage
- ▶ **Registration**
 - ☐ Cell Tower
 - ☐ Foreclosure
 - ☐ Oversized Sign
 - ☐ Vacant Structure
- ▶ **Affidavit**
 - ☐ Subcontractor Affidavit

Continue

4. Read the following prompt to make sure that this type of application is right for what you are trying to do. If this matches your intent, click "Continue".

5. Fill In the required information. Be sure to verify the address by clicking the search button. You can also use your parcel number if you have that available to you. Once everything is filled in, click "Continue" at the bottom of the page.

It is recommended that you only fill in the first 3 or 4 letters of the street name.

Step 1: Certificate of Occupancy > Applicant Details

Show Map To Select Location

Address of Business

- Provide the business location.
- No abbreviations. Do not include street type. Ex: "Langley" not "Langley Dr."; "W

*Street No:

*Street Name:

Search

Clear

Parcel

*Parcel Number:

Lot:

Block:

Search

Clear

5. Fill in the following form with the required information about your business, then click "Continue".

6. Review your information to make sure everything is correct. If everything looks correct, click "Submit".