



Date: December 1, 2022  
From: City of Snellville, Department of Planning & Development  
Subject: 2023 Occupation Tax Certificate (Business License Renewal)

Enclosed is your 2023 Occupation Tax Certificate Renewal Packet. Please complete the renewal application and return with payment by March 27, 2023. **E-Verify and US Citizenship forms: Please note that only those applicants who have changes in the status of the previous renewal will need to update these forms.** These forms can be found on our website at [Snellville.org](http://Snellville.org) > Business License Renewal Packet 2023.

- Read and complete your Occupation Tax Application
- Using the **Occupation Tax Fee Schedule**, match your gross receipts with your class/rate type to find the tax owed.  
**YOU CAN LOCATE THE BUSINESS CLASS NUMBER ON YOUR BUSINESS LICENSE FOR 2022.**
- Enter the tax owed in the Fees Due section of your Occupational Tax Application (top right corner).  
**If you are a state licensed professional practitioner** (i.e. architect, dentist, doctor, etc.) and wish to pay a flat tax, multiply the number of professional practitioners at your location by **\$300**. (The list of professional practitioners is located at the bottom of the Occupational Tax Application.) Include a copy of your professional license with this renewal.
- **Mail your completed application and fees in the envelope provided and return to the Department of Planning and Development by March 27, 2023.** Make all checks or money orders payable to the *City of Snellville*.
- After your application has been processed, your 2023 Occupation Tax Certificate will be mailed to you.
- If you have any questions, please do not hesitate to give us a call, and we will be glad to assist you.
- **Incomplete applications cannot be accepted.**

***In-Person Renewals Will Be Accepted  
Monday - Thursday 8:30 am – 4:00 pm  
Fridays by Appointment Only – 770.985.3514***

Time Table	DATE	WEEKDAY
<b>Expiration</b> of 2022 Occupation Tax Certificate	12/31/2022	Saturday
<b>Deadline</b> to pay Occupation Tax	03/27/2023	Monday
<b>Late Payment</b> and penalties begin- (10% penalty (\$25 Minimum) plus 1.5% interest for each month or partial month of delinquency)	April 3, 2023	Monday
*****Citations issued to Unlicensed Businesses*****	May 1, 2023- Citations Issued	Monday
Please contact us if your business is no longer active in the City of Snellville. You may e-mail us with a note stating that you are no longer in business to: <a href="mailto:nwilson@snellville.org">nwilson@snellville.org</a> or <a href="mailto:camos@snellville.org">camos@snellville.org</a> . Please include the name of your business, the business address and the Occupation Tax Certificate number (located in the gray box at the top left corner of the application) in the e-mail.		



**CITY OF SNELLVILLE**  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
2342 OAK ROAD  
SNELLVILLE, GA 30078  
(770) 985-3513 (770) 985-3514  
[www.snellville.org](http://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 _____	<b>OCCUPATIONAL TAX COMMERCIAL BUSINESS APPLICATION</b> BL# _____	FOR CITY USE ONLY FEES DUE _____ PAID _____
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**YOU CAN LOCATE THE BUSINESS LICENSE # ON YOUR BUSINESS LICENSE FOR 2022**

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 \_\_\_\_\_

**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. 31<sup>ST</sup>).**

\$ \_\_\_\_\_ (PLEASE FILL IN AMOUNT OF GROSS RECEIPTS)

PERIOD COVERED: JAN 1 THRU DEC. 31<sup>ST</sup>

2022

**\*\*INSERT YOUR BUSINESS GROSS RECEIPTS FOR 2023\*\***

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



# OCCUPATION TAX FEE SCHEDULE

## GROSS RECEIPTS BRACKETED CLASSIFICATION SCHEDULE

RANGE BRACKETS			CLASS / RATE					
	At Least	No More Than	1	2	3	4	5	6
A	0	\$25,000	\$40	\$42.50	\$45	\$47.50	\$50	\$52.50
B	\$25,001	\$50,000	\$50	\$55	\$60	\$65	\$70	\$75
C	\$50,001	\$100,000	\$70	\$80	\$90	\$100	\$110	\$120
D	\$100,001	\$250,000	\$130	\$155	\$180	\$205	\$230	\$255
E	\$250,001	\$500,000	\$230	\$280	\$330	\$380	\$430	\$480
F	\$500,001	\$1,000,000	\$430	\$530	\$630	\$730	\$830	\$930
G	\$1,000,001	\$2,000,000	\$830	\$1,030	\$1,230	\$1,430	\$1,630	\$1,830
H	\$2,000,001	\$5,000,000	\$2,030	\$2,530	\$3,030	\$3,530	\$4,030	\$4,530
I	\$5,000,001	\$7,500,000	\$3,030	\$3,780	\$4,530	\$5,280	\$6,030	\$6,780
J	\$7,500,001	\$10,000,000	\$4,030	\$5,030	\$6,030	\$7,030	\$8,030	\$9,030
K	\$10,000,001	\$12,500,000	\$5,030	\$6,280	\$7,530	\$8,780	\$10,030	\$11,280
L	\$12,500,001	\$15,000,000	\$6,030	\$7,530	\$9,030	\$10,530	\$12,030	\$13,530
M	\$15,000,001	\$17,500,000	\$7,030	\$8,780	\$10,530	\$12,280	\$14,030	\$15,780
N	\$17,500,001	\$20,000,000	\$8,030	\$10,030	\$12,030	\$14,030	\$16,030	\$18,030
O	\$20,000,001	\$22,500,000	\$9,030	\$11,280	\$13,530	\$15,780	\$18,030	\$20,280
P	\$22,500,001	\$25,000,000	\$10,030	\$12,530	\$15,030	\$17,530	\$20,030	\$22,530
Q	\$25,000,001	\$27,500,000	\$11,030	\$13,780	\$16,530	\$19,280	\$22,030	\$24,780
R	\$27,500,001	\$30,000,000	\$12,030	\$15,030	\$18,030	\$21,030	\$24,030	\$27,030
S	\$30,000,001	and over	0.040%	0.050%	0.060%	0.070%	0.080%	0.090%

\* If Gross Receipts exceed \$30,000,001, multiply Rate times Gross Receipts for Business Tax Class. Round to nearest dollar. Maximum Tax is \$30,000.

### **Professional Practitioners:**

Certain Practitioners of Professions may elect to pay a \$300 per practitioner fee in lieu of paying an occupation tax on gross receipts.

### **Penalties:**

Every person(s), corporation or company engaging in a business taxed under this chapter who fails to apply for a license and pay the business and occupation tax by April 1st of any given year shall be assessed a penalty in the amount of 10% of the regular tax at the time of payment or \$25, whichever sum is greater.

### **Interest:**

Interest at 1.5% for each month or partial month of delinquency shall also be included.

### **Financial Institution and Insurer Fees:**

The minimum annual amount of business license tax for any Depository Financial Institutions shall be \$1,000.  
The annual amount of business license tax for any Insurer shall be \$75.

## TAX RATES EFFECTIVE JUNE 7, 2007