



Agenda
City of Clarkesville
Planning Commission Work
Session
6:00 PM March 14, 2023

1. Call to order
2. Unfinished business
3. New business.
 - 3.a Short-Term Rental Ordinance
4. Adjournment



established 1823

CLARKESVILLE

— We Call it Home. —

March 14, 2023

To: Planning Commission

RE: Work Session – Zoning Ordinance Amendment – Short-Term Rentals

The Mayor and Council have asked the Planning Commission to consider amending the ordinances by adding an article on short-term rentals. I'm attaching documents from White County (with permission). This will give us a blueprint that can be used to fit our needs.

I've made some edits to the document that will go into the ordinances, but not on the other ones. Please review these and make suggestions, comments, or any other edits that we can discuss in our work session.

Please see attached documents.

Respectfully,

Caleb Gaines
Zoning Administrator

Note: This will not be the final format of this ordinance. It will be formatted and numbered to match our ordinance structure. Yellow highlights are items changed to match our city. The strike throughs are items I'm not completely sure we need. Red highlights will change so that the resolution (if needed) will match the council's.

ARTICLE VII. - SHORTTERM RENTALS

Section 700. - Purpose.

The purpose of this article is to establish regulations for the use of a residential structure or any part thereof as a short-term rental in the City of Clarkesville while minimizing the negative, secondary effects on surrounding properties, to ensure proper safety precautions are in place, and to facilitate the collection and payment of hotel/motel taxes as allowed by state law and city code.

(Res. No. 2019-09, 6-4-19)

Section 701. - License required.

(a) It is unlawful for any person to operate or advertise as a short-term rental within the city without a valid business occupational tax license, and authorization to collect hotel/motel tax.

~~(b) Short-term rental properties that have a current occupational tax license and are remitting hotel/motel taxes in the City of Clarkesville prior to June 4, 2019 will be grandfathered in from having to apply for conditional use permits in the A-1, R-1, or R-2 Districts.~~

(Res. No. 2019-09, 6-4-19)

Section 702. - Permitted uses.

- a) Short-term rentals are allowed as a permitted use in DB Downtown District and HB Highway Business District.
- b) Short-term rentals are allowed as a conditional use in R-1 Residential Single-Family, R-1A Residential Single-Family, R-1B Residential Single-Family, R-2 Residential Multi-Family, PRO Professional, and CB Community Business Districts. Short-term rental properties in these districts will have to acquire a conditional use permit through the process outlined in this ordinance, obtain an occupational tax license and hotel/motel tax authorization certificate, prior to renting the property.
- c) Short-term rentals are prohibited in R Single-Family Residential, INS Institutional, and M-1Light Industrial Districts.
- d) Conditional use permits for short-term rentals will not be issued to property owners in subdivisions, unless short-term rentals are specifically allowed by the subdivision or homeowners association covenants - or with a signed majority of the homeowners in the subdivision if there is no homeowners association.

(Res. No. 2019-09, 6-4-19)

Section 703. - Applications.

? Short-term rental conditional use permit applications have to comply with section 1804 of this appendix and in addition: ?

Acknowledge that the applicant will keep the total number of guests to that number which can safely stay on the premises and that the applicant may be subject to the State of Georgia's fire safety code regulations.

Certify that there are no deed restrictions and/or covenants on a property that prohibits the use of the property as a short-term rental.

Certify that the owner has commercial or specific short-term rental insurance for the property.

Attest by the owner or third party inspector that short-term rentals meet applicable International Building Code, International Fire Code regulations, and NFPA 101 Life Safety Codes.

(Res. No. 2019-09, 6-4-19)

Section 704. - Short-term rental requirements.

This section applies to all short-term rental properties in Clarkesville and is in addition to any rules that the property is subject to via any land covenants, homeowner association covenants, subdivision rules, etc.

Parking. Vehicles shall not be parked on any public right-of-way so as to hinder access to such and shall not be parked along any roadways which would cause safety issues, hinder access to such roadways or be in violation of any laws, subdivision rules, etc.

Solid waste/trash. Trash and refuse shall not be left or stored in such a way that would cause safety issues, hinder access to the public right-of-way, violate subdivision rules, etc.

Noise. Short-term rentals shall not violate any noise or sound regulations, subdivision rules, etc.

Hours of operation. Check-in/departure and other rental-related activities should occur between 6 a.m. and 10 p.m.

Additional information. Short-term rental owners or responsible parties must provide the City of Clarkesville Clerk's office with the following information:

1. Full contact information for a local contact (responsible party) who is available 24 hours a day to respond within two hours to any complaint about the property or guest behavior.
2. The 911 address for all properties owned/operated by the occupational tax license owner or responsible management company.

3. Certify that there are no unpaid financial obligations to the City of Clarkesville.
4. Rental management companies shall either list each property separately on the monthly lodging tax form that is submitted to the White County Clerk's office, or provide a separate lodging tax form for each property to the White County Clerk's office.
5. Business occupation tax certificate and hotel/motel tax authorization certificate must be prominently displayed at the property.

(Res. No. 2019-09, 6-4-19)

Section 705. - Violations.

All violations will be dealt with in accordance with article XXVI of this Ordinance.

(Res. No. 2019-09, 6-4-19)

WHITE COUNTY BOARD OF COMMISSIONERS
SHORT-TERM RENTAL HOST LICENSE ORDINANCE

RESOLUTION NO. 2022-13

WHEREAS, the White County Board of Commissioners wish to amend the Official Code of White County by adding Chapter 16, Business Regulations and Licensing, Article II, Short Term Rental Host License; and

WHEREAS, White County is one of the most popular tourist destinations in the State of Georgia, which lends to the County's unique character and has a positive economic impact for the region – however, if not managed appropriately can have negative impacts on our residential areas and the peaceful natural beauty as the number of short-term rentals have increased dramatically in residential areas over the last 10 years; and

WHEREAS, the purpose of this amendment is to establish regulations for the use of a residential structure or part thereof as a short-term rental in order to support the White County Comprehensive Plan while minimizing the negative secondary effects on surrounding properties, to insure proper safety precautions are in place, to establish a short-term rental host license and to facilitate the collection and payment of required hotel / motel taxes; and

NOW THEREFORE BE IT RESOLVED, that the Official Code of White County be amended as follows in order to establish a short-term rental host license in White County effective January 1, 2023:

All other rules, regulations, definitions, etc. contained in said Official Code of White County, not herein amended or deleted, shall remain in full force and effect.

ADOPTED, this the 15th day of November, 2022.

WHITE COUNTY BOARD OF COMMISSIONERS

Travis C. Turner, Chairman

Terry D. Goodger, District 1

Lyn Holcomb, District 2

Edwin Nix, District 3

Craig Bryant, District 4

Attest:

Shanda Murphy, County Clerk

Sec. 16-200. Purpose.

The purpose of this article is to establish regulations for the use of a residential structure or part thereof as a short-term rental in order to support the **White County Comprehensive Plan** while minimizing the negative, secondary effects on surrounding properties, to ensure proper safety precautions are in place, to establish a rental host license and to facilitate the collection and payment of hotel/motel taxes.

Sec. 16-201. Definitions.

As used in this article, the following terms shall have the meanings ascribed to them in this section:

Bedroom. A room that is intended primarily for sleeping as reflected on the building permit, tax assessors records or site inspection.

City. City of Clarkesville.

Compensation. Remuneration or anything of economic value that is provided, promised or donated primarily in exchange for services rendered. This includes, but is not limited to, voluntary donations, and fee-sharing.

Director. The Director of Community and Economic Development or his or her designee.

Guest. Any person or persons renting a short-term rental. Note that this definition of Guest specifically applies to the Short-Term Rental Host License.

Owner. (Innkeeper) Any person who, alone or with others, has title or interest in any residential structure, building, property, or portion thereof, with or without accompanying actual possession thereof, including any person who, as tenant, agent, executor, administrator, trustee, or guardian of an estate, has charge, care, or control of any short-term rental use.

Person. Any individual, firm, partnership, corporation, company, association or institution, governmental entity, or partnership and including any trustee, agents, assigns or other representative.

Responsible party. An individual(s) with the legal authority to make and act on decisions of tenancy, building maintenance, complaints and repairs relating to applicable safety codes. The responsible party must be available as a point of contact for the city as well as any short-term rental guest(s) for the duration of the stay in the short-term rental. The responsible party shall be available twenty-four hours per day, seven days per week for the purpose of responding within two hours to complaints related to the short-term rental and taking remedial action to resolve such complaints.

Short term rental advertisement. Any method of soliciting use of a lodging accommodation or any part thereof for short term rental purposes.

Short term rental. A lodging accommodation offered to transient guests for a period of time not to exceed 30 consecutive days. For the purposes of this definition, a residential dwelling shall include all housing types and shall exclude group living or group homes, campgrounds, RV parks, bed and breakfasts, motels, hotels or other lodging uses.

Short term rental host. (Innkeeper) Any person who is the owner of a lodging accommodation or any part thereof that is offered for short term rentals for periods of 30 days or less and who is responsible for applying for a short-term rental host license.

Sec. 16-202. License required.

It is unlawful for any person to operate or advertise as a short-term rental within the city without a valid occupational tax certificate for such rentals and a valid short term rental host license issued pursuant to this article for each short-term rental location and the authority to collect and remit hotel/motel taxes. Any long-term rental property that is found to have terminated a contract rental agreement in less than 30 days may be considered a short-term rental and in violation of this ordinance.

Sec. 16-203. License fee and license term.

- (a) The annual fees for the issuance of a short-term rental host license shall be established by resolution and shall be set forth in the schedule of fees and charges on file in the city clerk's office.
- (b) A short-term rental host license shall expire December 31st of each year and must be renewed annually. In the event that any person commences a new business on any date after January 1, the short-term rental host license shall be due and payable 30 days following the commencement of the business.
- (c) Short term rental host licenses are non-transferable.
- (d) This license applies to all short-term rentals in the City of Clarkesville.
- (e) A penalty of ten percent per month of the amount of the short-term rental host license shall be imposed upon payments, for existing businesses, made after December 31st.
- (f) Operation of a short-term rental business for more than 30 days, whether the premises are rented or not, without payment of the required short term rental host license is a violation of this article, and the business will be given a warning and be required to pay a penalty of three times the required short term rental host license fee due. If the short-term rental host license and the penalty are not paid within ten calendar days of the date of the warning, a citation will be issued.

Sec. 16-204. License investigation and issuance of short-term rental host.

Upon receipt of a completed application for the issuance or renewal of a short-term host license, the Community and Economic Development office may inspect the short-term rental for compliance with all applicable laws, rules, and regulations.

Sec. 16-205. License applications.

- (a) In addition to obtaining an occupational tax certificate from the City Clerk, the following applies to a short-term rental host license:
 - (1) Application for the issuance, renewal or change of ownership of a short-term rental host license shall be provided to the City Clerk's office on the form provided and comply with requirements set out in this article. A short-term rental host license shall be required for each separate property. The 911 address for each property must be provided to the City of Clarkesville.
 - (2) The applicant shall be the owner(s) of the property listed on the application to be used as a short-term rental. If applicant is a business entity, the name of the authorized agent shall be provided on the short-term rental host application.

Sec. 16-206. Short term rental host general provisions.

- (a) All short-term rental hosts must comply with the following:
 - (1) Provide documentation and a signed declaration of compliance attesting to compliance with the following:
 - (A) Provide local contact (responsible party) information to all short-term rental guests during a guest's stay. The person designated by the owner as the responsible party shall be available twenty-four hours per day, seven days per week for the purpose of responding within two hours to complaints related to the short-term rental and taking remedial action to resolve such complaints.
 - (B) Comply with all applicable laws, rules and regulations pertaining to the use and occupancy of a short-term rental. Attest by owner or third-party inspector that short term rentals meet

applicable International Building Code, International Fire Code regulations and NFPA 101 Life Safety Codes.

- (C) Post the following information in a conspicuous place within the short-term rental:
 - aa. Contact information for the responsible party;
 - bb. Street address;
 - cc. Floor plan indicating fire exits and escape routes;
 - dd. Information about how a guest can contact the planning department to report any concerns or complaints; and
 - ee. Maximum occupancy load;
 - ff. "In Case of Emergency", Dial 911;
 - gg. "This rental is located in a residential area. Please be courteous to our neighbors and the residents of this area. Any loud sounds (music, voices, etc.) or excessive activity may be reported to local law enforcement and you may be subject to citations, fines, arrest, etc. Please respect our residential area and preserve the peaceful nature and beauty of this area."
- (2) Parties that do not use third party rental platforms (Airbnb, VRBO, HomeAway, etc.) that remit hotel/motel tax on the short-term rental owner's behalf are responsible for remitting all applicable hotel/motel tax proceeds to the City of Clarkesville.
- (3) Provide proof that the short-term rental host license number is included on any short-term rental advertisement.
- (4) Provide the Clarkesville City Clerk's office with a copy of "house rules".
- (5) Certify that there are no unpaid financial obligations to the City of Clarkesville.
- (6) Certify that there are no deed restriction and/or covenants on a property that prohibits the use of the property as a short-term rental.
- (7) Parking. All vehicles shall only be parked in the driveway and/or within the garage area of the short-term rental. Vehicles shall not be parked within the right-of-way of public roads or easements, including grassy/unimproved areas. Vehicles shall not be parked along any roadways which would cause safety issues, hinder access to such roadways or be in violation of any laws, subdivision rules, etc.
- (8) Solid waste/trash. Trash and refuse shall not be left or stored within public view, or in the public right-of-way, except in proper containers for purposes of collection by an authorized waste hauler. Trash and refuse shall not be left or stored in such a way that would cause safety issues, hinder access to the public right-of-way, violate subdivision rules, etc.
- (9) Occupancy load. Occupancy limit of two persons per bedroom plus two additional persons. The short-term rental host will keep the total number of guests to that number which can safely stay in the premises and the short-term rental host may be subject to the State of Georgia's fire safety code regulations.
- (10) Provide proof that the owner has commercial or specific short term rental insurance for the property.
- (11) Noise. Short term rentals shall not violate any noise or sound regulations, subdivision rules, etc.
- (12) Hours of operation. Check-in/departure and other rental-related activities should occur between 6 a.m. and 10 p.m.
- (13) A short-term rental owner may not be in violation of any City of Clarkesville ordinances and must be in compliance with Zoning regulations.

- (14) Provide the City Clerk with the local contact (responsible party) information. The person designated by the owner as the responsible party shall be available twenty-four hours per day, seven days per week for the purpose of responding within two hours to complaints related to the short-term rental and taking remedial action to resolve such complaints. If this information changes, the City Clerk shall be immediately informed of the contact information of the new local contact (responsible party). Failure to have a readily available local contact (responsible party) is a violation of this code.
- (15) Rental management companies shall either list each property separately on the monthly lodging tax form that is submitted to the City Clerk's office or provide a separate lodging tax form for each property to the City Clerk's office.
- (16) Business occupation tax certificate, Short Term Rental Host License and hotel/motel tax authorization certificate must be prominently displayed at each short-term rental property.

Sec. 16-207. Violations/consequences.

- (a) The Zoning Administrator is authorized to issue a warning, suspend or revoke a short term rental host license issued under the provisions of this chapter if the short term rental host license is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building, structure, unit or portion thereof is in violation of any ordinance or regulation or any of the provisions of this article, including but not limited to the International Building Code, International Fire Code regulations and NFPA 101 Life Safety Codes.
- (b) If any violations stated in this article have been committed and not corrected within the time specified, the Zoning Administrator shall begin the procedures to revoke the short-term rental host license in accordance with the following:
 - (1) In the event of a first violation of this article, the director shall give a warning to the owner/operator specifying the nature of the violation(s) and the time to correct violation(s).
 - (2) In the event of a second violation of this article of the same nature within a 12-month period, the director will issue a suspension of the short-term rental host license for a 30-day period.
 - (3) In the event of a third violation of this article, of the same nature within a 12-month period, the director will revoke the short-term rental host license. The owner/operator may not reapply for the same property for a period of 12 months.
- (c) Any long-term rental property that is found to have terminated a contract rental agreement in less than 30 days *may* be considered a short-term rental and in violation of this ordinance.
- (d) Any person who shall do anything prohibited by this article or who shall fail to do anything required by this article shall be guilty of a misdemeanor, amenable to the process of the county magistrate court and upon conviction, shall be punished as provided in O.C.G.A 15-10-50, and said provisions are by reference incorporated herein.

Secs. 16-208—16-293. Reserved

White County

Steps to Compliance – Short Term / Vacation Rentals

Step 1

- Complete a Business License Application
1235 Helen Hwy Cleveland, GA 30528

Step 2

- Application will be routed through Planning & Development to ensure property meets all requirements (zoning & permitting) *

Step 3

- Business License Issued
Short Term Rental Registration Taken
Certificate of Taxing Authority Issued

Step 4

- Remit 8% lodging tax to County on a monthly basis
Renew business license on an annual basis

Important Contacts

www.whitecounty.net

Business Tax Office

1235 Helen Hwy
Cleveland, GA 30528
706-865-2235

Business License • Lodging Tax •
Alcohol License

Planning & Development

1241 Helen Hwy #220
Cleveland, GA 30528
706-865-6768

Zoning • Building Permits •
Code Enforcement

Environmental Health

1241 Helen Hwy #210
Cleveland, GA 30528
706-348-7698

Septic • Food Service •
Public Accommodations

Georgia Department of Revenue

1-877-423-6711

www.dor.georgia.gov

*rentals subject to 7% states sales tax

*** Please note: zoning & permitting requirements may extend your application process**

Frequently Asked Questions

Q1: What type occupancy qualifies as short term / vacation rental and is subject to hotel / motel (lodging tax)?

A1: In exchange for compensation - occupancy of any room, lodging or accommodation furnished by any person or legal entity within the unincorporated portions of the county. The lodging tax applies to hotels, motels, inns, lodges, tourist camps, tourist cabins, campground or any other place in which rooms, lodgings or accommodations are available - when such occupancy is for a period of 30 days or less.

Q2: What is the cost of a business license?

A2: *\$25 Administrative Fee for Initial Year ** Renewed Annually

Number of Employees	Annual Fee
0-5	\$100
6-10	\$200
11-15	\$300
16-20	\$400
21-25	\$500
26+	\$600

Q3: Will I be required to rezone my property to operate a short term / vacation rental?

A3: Contact the Planning & Development Office regarding any questions related to zoning.

Q4: What is the hotel / motel tax rate for the unincorporated area of White County?

A4: 8%

Q5: How do I submit the monthly hotel / motel tax to White County?

A5: In person or by mail – must include monthly tax form

[http://www.whitecounty.net/application/files/1015/6527/2484/Hotel Motel Monthly Report Form 06 12 2019.pdf](http://www.whitecounty.net/application/files/1015/6527/2484/Hotel_Motel_Monthly_Report_Form_06_12_2019.pdf) and a copy of your ST-3 Form (from Georgia Dept. of Revenue proving monthly sales tax filing)
Samples of both forms are attached for reference.

Q6: If I utilize a management company – am I required to obtain a business license?

A6: No, as long as the management company is registered with White County.

Q7: If I utilize VRBO or Airbnb, am I required to obtain a business license & registration?

A7: Yes.

Q8: How do I obtain state sales tax ID #?

A8: Georgia Department of Revenue: 1-877-423-6711 www.dor.georgia.gov

Q9: Where can I locate more information about the business license, hotel / motel tax, and short term rental requirements?

A9: <http://www.whitecounty.net/government/board-commissioners/municipal-code>
Chapter 66, Taxation: Article 3 (Lodging Tax) Article 5 (Occupational Tax)
Appendix C, Land Use Regulations Article 7 Short Term Rental Regulations

Q10: What information are management companies required to submit each month?

A10: Management companies are required to submit the monthly hotel / motel tax form, an ST-3, and a listing of 911 addresses for which the taxes were collected. Management companies are advised to direct owners to contact White County Planning & Development to verify their property is eligible for short term rental prior to entering into an agreement – in order to avoid fines and penalties for unauthorized rental.

WHITE COUNTY BOARD OF COMMISSIONERS

1235 Helen Highway, Cleveland, GA 30528

706-865-2235



Hotel/Motel Monthly Tax Report

Business Name:	Month Reporting For:	GA Sales Tax #:
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Business Address:

Rental Management Companies shall either list each property separately on the monthly lodging tax form that is submitted to the White County Clerk's Office, or provide a separate lodging tax form for each property to the White County Clerk's Office. (Please list all 911 addresses of the cabins on the back of this page) *Per Appendix C – Land Use Regulations, Article IV – Non-Conforming Lots, Buildings, and Use – Section 704 – Short-term Rental Requirements (e) (4).

Important: This report must be filed and the tax paid by the 20th of the month following the month in which the tax was collected in order to avoid loss of vendor's compensation and the assessment of penalties and interest. Also, a copy of your corresponding month's Georgia Department of Revenue Sales and Use Tax Report (Form ST-3) must be attached to this report.

	TOTALS
1. Gross Rental Proceeds	
2. Less Exempt Portion of Proceeds (Do not levy Hotel/Motel tax for (a) Accommodations furnished for a period of more than 30 consecutive days (b) Use as a meeting room (c) Accommodations for use by Georgia State and Local Government Officials or employees when traveling on official business (A Hotel/Motel tax exemption request form issued from such Government must be provided to you when claiming this exemption).	
3. Net Taxable Proceeds (Line 1 less Line 2)	
4. Hotel/Motel Tax (8% of Line 3)	
5. Less 3% of Tax (Line 4) as collection fee (If Timely by 20th day of the month)	
6. Tax Due White County (Line 4 less Line 5)	
7. Specific Penalty – 5% of the tax due or \$5.00, whichever is greater for each 30 days or fraction thereof of delinquency, not to exceed 25% or \$25.00 in the aggregate, whichever is greater.	
8. Interest on Late Payment - .75% per month or fraction thereof compounded from due date until paid	
9. Total Tax, Penalty and Interest	

*Make check payable to White County Commissioners and forward with this report and a copy of your corresponding month's Georgia Department of Revenue Sales and Use Tax Report (Form ST-3) To: White County Board of Commissioners

Date: _____

Please check if you need more report forms ☐

Signature/Title: _____

I do hereby declare under penalty of law that the information contained in this report is true and correct to the best of my knowledge.

Internal Use Only: Received By / Date _____ Planning Department Sign Off: _____



1712604013

Check/Money Order ☐
 No Sales/Use Activity ☐
 No Tax Due ☐

Sales & Use # _____ Period Ending: ____/____/____ Amended Return ☐

Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

County of Business: _____

DEPARTMENT USE ONLY

Part A Tax Summary

1. Total State Sales▶

2. Total Exempt State Sales▶

3. Taxable State Sales▶

4. Total Sales Tax (from Part B, Line 21).....▶ +

5. Total Use Tax (from Part B, Line 26).....▶ +

6. Total TSPLOST Tax (from Part C, Line 54).....▶ +

7. Pre-Paid Local Sales/Use Tax (from Part D, Line 3).....▶ +

8. Total Tax Collected (from accounting records).....▶

9. Total Sales/Use Tax (Ln 4 + Ln 5 + Ln 6 + Ln 7).....▶

10. Excess Tax (Subtract Line 9 from Line 8).....▶ +

11. Total Vendor's Compensation (from Part D, Line 5).....▶

12. Previous Prepaid Estimated Tax.....▶

13. Current Prepaid Estimated Tax.....▶ +

14. Total Amount Due.....▶

Obtained Through Account on Georgia Tax Center –
 Verification of Compliance with Georgia Sales Tax
 Regulations

WHITE COUNTY

BOARD OF COMMISSIONER'S OFFICE

1235 Helen Highway, Cleveland, GA 30528
Office # 706-865-2235 Fax# 706-865-1324



Business Occupation Tax Application

BUSINESS INFORMATION

Date Business Began at this Location: _____ Exempt (See Sec 66-164): ☐ Address Change ☐

Name of Business: _____

Owner/Contact Name: _____

Physical Address of Business: _____ Own ☐ Rent ☐

Home Based Business: If renting, will need property owners notarized written permission

City: _____ ZIP Code: _____ Mobile #: _____

Mailing Address: _____ Multiple Locations: _____

City: _____ ZIP Code: _____ Federal Tax ID#: _____

Dominant Line of Business: _____ Ga. Sales Tax #: _____

Email Address: _____ SS#(If no Fed ID#): _____

Commercial ☐ **Home Based** ☐ **# of Employee's:** _____

LLC ☐ CORP ☐ S-CORP ☐ Sole Proprietor ☐ Limited Partnership ☐ Other ☐ Exempt ☐

In Case of Emergency Contact Info: _____

Are there any unpaid financial obligations due to White County by owner?: Yes ☐ No ☐

If your business involves lodging or food service, you must contact Environmental Health (706) 348-7698

If your business requires a State License (See List Below) (478) 207-2440 or www.sos.georgia.gov/plb/

If you need a Georgia Sales Tax # (877) 423-6711 or www.dor.ga.gov

If you need a Federal EIN# (800) 829-4933 or www.irs.gov/business/small/

If you have 10 or more employees, you will need to obtain an E-Verify # (888) 464-4218 or www.uscis.gov

Number of Employees	Fees Due
0-5	\$100.00
6-10	\$200.00
11-15	\$300.00
16-20	\$400.00
21-25	\$500.00
26 and up	\$600.00

Common Occupations Requiring State of GA Additional License

- Residential/General Contractors
- Professional Engineers and Land Surveyors
- Electrical Plumbing Conditioned Air Low Voltage
- Barber or Cosmetology
- Private Detective and Security Agencies
- Used Car Dealers, Used Car Parts
- Funeral Service

*Under the state statute we are required to have on record the number of employees of your business. The number of employees as computed on a full-time position equivalent basis, provided that for the purposes of this computation an employee who works 40 hours or more weekly shall be considered a full time employee and that the average weekly hours of employees who work less than 40 hours shall be divided by 40 to produce full-time. One Time \$25/Admin Fee

Will you have a sign(s) at this location? Yes ☐ No ☐ Advised will need sign permit ☐

TO BE COMPLETED BY PLANNING OFFICE BELOW

MAP & PARCEL #:

Certificate of Occupancy/Building Inspection Staff Signature:

Sign Permit Sign Off if Applicable :

LAND USE CLASSIFICATION:

LAND USE SIGN OFF:

SAVE AFFIDAVIT O.C.G.A. § 50-36-1(E)(2)		
By executing this affidavit under oath, as an applicant for Occupational Tax Certificate as referenced in O.C.G.A. 50-36-1, from White Co. Govt. the undersigned applicant verifies ONE of the following with respect to my application for a public benefit: Please check one.		
1) ☐ I am a United States Citizen - I was born in the United States or have become a naturalized citizen		
2) ☐ I am a legal permanent resident of the United States — I have been granted authorization to live and work in the United States on a permanent basis		
3) ☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other Federal Immigration Agency. My alien number is: _____		
The undersigned applicant hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.		
Verifiable Document:	Executed in (City):	
Business Name:	Executed in (State):	
E-VERIFY – Exempt - O.C.G.A. § 36-60-6(D)		
By executing this affidavit under oath, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6(d), stating affirmatively that the individual, firm or corporation employs fewer than 10 employees and therefore, is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify established in O.C.G.A. § 13-10-90.		
I hereby declare under penalty of perjury that I have less than 10 employees:	Date:	
	Executed in (City):	Executed in (State):
Business Name:		
Signature of Authorized Officer or Agent:		
Printed Name of Officer or Agent and Title:		
E-VERIFY – 10 OR MORE EMPLOYEE'S – O.C.G.A. § 36-60-6(D)		
By executing this affidavit under oath, the employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:		
Federal Work ID #:	Name of Business:	
Date of Authorization:	Printed Name of Authorized Officer:	
Signature of Authorized Officer or Agent:		
SIGNATURE AFFIDAVIT OF AUTHORIZED OFFICER OR AGENT		
I declare, under penalty of perjury, that the information contained in this application is true and correct, and that all required licenses are in full force and effect. 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 of the Official Code of Georgia and face criminal penalties allowed by such statute.		
Business Name:		
Signature of Authorized Officer/Agent:		
Printed Name of Officer and Title:		
Date of Signature:		
NOTARY PUBLIC SIGNATURE		
Subscribed and Sworn Before Me		
On this	Day of	, 20
Notary Public Signature:		
My Commission Expires:		