



## City of Lovejoy | Occupational Tax Certificate Application

### Occupational Tax Certificate Checklist

*Please read thoroughly to ensure you have all required documents*

If you own a business in the City of Lovejoy, you are required to have a current occupational tax certificate in order to conduct business within city limits. Below are some items we recommend each business should look into to ensure your business is in compliance with City Ordinances.

1. Before applying for a business license, all businesses are required to confirm that your business location is in the proper zoning district for your type of business. Please complete a Zoning Verification Application prior to the submission of the Occupational Tax Certificate. This will help reduce applications denied due to improper zoning.
2. Complete and submit all required forms and documentation to Lovejoy City Hall to obtain your Occupational Tax Certificate. To acquire an occupational tax certificate please follow the instructions below. See below for a list of items needed to complete an occupational tax certificate application.
3. All businesses are subject to a Personal Property Tax, assessed by Clayton County. Personal Property Taxes are billed by the County and the City annually.
4. All information provided in this application (with the exception of Gross Receipts) is subject to Open Records Request and may be viewed by the public.

#### **Required for all applicants:**

- **Zoning Verification Letter**
  - Provided after your zoning verification request is processed. See pg. 2 for application
- **New Occupational Tax Certificate Application**
  - Must be completed in full and signed. Pgs 3-4. **Incomplete applications will not be accepted.**
- **SAVE Affidavit Form with appropriate identification**
  - Must be completed, signed and notarized (Pg 5)
  - # 1 U.S. Citizens: Passport, Georgia Driver's License, or Military ID
  - # 2 Legal Permanent Residents: Georgia Driver's License and either Permanent Resident Card or Employment Authorization Card
- **Private Employer Affidavit**
  - Must be completed, signed and notarized (Pg 6)
- **Copy of applicant's identification**
  - Valid Driver's License **OR**
  - A Combination of: Passport or Military ID; accompanied by a current utility bill, lease, or mortgage statement
- **Verification of property taxes**
  - Business owners and all property owners.
  - **If you are unsure about any outstanding taxes, you may submit a request at [www.cityoflovejoy.com](http://www.cityoflovejoy.com) > Government > City Clerk > Property Tax Request Form**
- **Payment for the correct fee amount**
  - Cash, Check, Money Order, Or Credit Card; **An invoice will be provided after your application is submitted and processed.**
  - Checks or money orders should be made payable to City of Lovejoy

#### **The following may be required depending on business type:**

- **Certificate of Occupancy- Building Permit Application & Corresponding Inspections**
  - New, commercial locations
- **Fire Inspection**
  - New, commercial locations
- **Copy of the first page of the Certificate of Incorporation**
  - Corporation or LLC (Includes non-profits)
- **Copy of Professional State License**
  - Only if applicable: Attorneys, Physicians, CPA's, Engineering, Architects, Surveyors, Cosmetology, etc .
- **Copy of health inspection report with the grade and/ or fire inspection report**
  - Restaurants Only
- **Copy of FOG (Fats, Oils, Greases) Compliance Inspection from Clayton County Water Authority**
  - Restaurants Only
- **Authorization for Background Investigation**
  - Establishments serving alcohol, pawn shops
- **Alcohol Beverage License Application**
- **Additional Permits:** \_\_\_\_\_

For information on state licenses and requirements, please visit [www.sos.ga.gov](http://www.sos.ga.gov).

**Completed applications may be mailed to Attn: Business License Dept., City of Lovejoy, PO Box 220, Lovejoy, GA 30250 or emailed to [businesslicense@cityoflovejoy.com](mailto:businesslicense@cityoflovejoy.com)**



## CITY OF LOVEJOY BUSINESS LICENSE/OCCUPATIONAL TAX CERTIFICATE RENEWAL APPLICATION

*ALL information requested below is required to renew your license. Please print or type legibly in blue or black ink.*

**BUSINESS LICENSE**

- Renewal
- Reprint - \$10
- Changes to Existing License - \$10

**ALCOHOL LICENSE:**

- Beer & Wine Package Sales \$550
- Beer, Wine, & Distilled Liquor Package Sales \$5,000
- Pouring License- Beer Only \$1,250
- Pouring License- Beer & Wine Only \$2,000
- Pouring License- Beer, Wine, & Liquor \$5,000

**NAME OF BUSINESS:** \_\_\_\_\_  
(LIST AS IT SHOULD APPEAR ON LICENSE)

**DBA (If different):** \_\_\_\_\_

**YEAR APPLYING FOR:** \_\_\_\_\_ **PREVIOUS YEAR'S LICENSE NO:** \_\_\_\_\_ **FIRST YEAR OF BUSINESS:** \_\_\_\_\_

**PERSON COMPLETING THIS FORM:** \_\_\_\_\_

**BUSINESS OWNER'S NAME (If different):** \_\_\_\_\_

**LOCATION OF BUSINESS** (Street name & number, Suite No, City, State, Zip): \_\_\_\_\_

**MAILING ADDRESS:** (Street name & number, Suite No, City, State, Zip): \_\_\_\_\_

**BUSINESS PHONE NUMBER:** \_\_\_\_\_ **BUSINESS EMAIL ADDRESS:** \_\_\_\_\_

**DATE OF RENEWAL:** \_\_\_\_\_

**PLEASE UPDATE ANY INFORMATION THAT WAS NOT LISTED OR MAY HAVE CHANGED SINCE PREVIOUS YEARS' APPLICATION:** \_\_\_\_\_

**TOTAL GROSS RECEIPTS LISTED ON PREVIOUS YEAR'S TAXES:** \$ \_\_\_\_\_ (Estimate if new business)

**ADDITIONAL INFORMATION REQUIRED FOR ALL RENEWALS:**

- **E-Verify Affidavit:** Completed, signed and notarized
- **Verification of corporation status:** A copy of the most recent filing must be provided by all corporations or LLCs
- **Payment for the correct fee amount:** Cash, Check, Money Order, Or Credit Card | Checks or money orders should be made payable to City of Lovejoy
- **Verification of no delinquent Personal or Property Taxes:** Provided by the Clerk's Office, City Hall

**Businesses that require State License:** Must provide a copy of a **current** State License | Barbershops, cosmetology, medical, etc.

\*If you are unsure as to whether your business requires a state license, please refer to [www.sos.ga.gov](http://www.sos.ga.gov).

**State License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**PROFESSIONAL OPTION \$400, IF ALLOWED BY O.C.G.A.** | Please check and submit payment if you wish to use your professional option

**(Initial)** I do solemnly swear that the information on this application is true, correct to the best of the applicant's knowledge, training, and ability, and that no false or misleading statement is made herein to obtain a business occupation tax certificate. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of my business occupation tax certificate issued as a result of this application. I understand that I must comply with all city ordinances and regulations. All tax certificates expire December 31<sup>st</sup> and must be renewed annually.

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

**TAX CLASS:** \_\_\_\_\_ **RATE:** \_\_\_\_\_

**ADMIN. FEE:** \$ \_\_\_\_\_

**LATE FEE:** \_\_\_\_\_

**Received:** \_\_\_\_\_/\_\_\_\_\_

**PAID:** \_\_\_\_\_/\_\_\_\_\_ by \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BUSINESS TYPE:** \_\_\_\_\_

**RESTRICTIONS:** \_\_\_\_\_

\*\*\*\*\*

**Notice Sent:** \_\_\_\_\_/\_\_\_\_\_

**Issue Date:** \_\_\_\_\_/\_\_\_\_\_