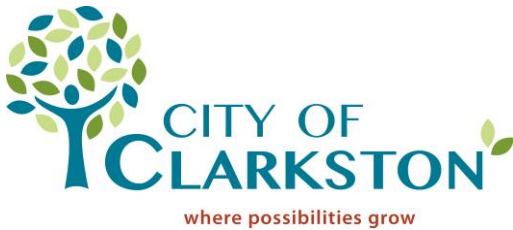


2025 NEW BUSINESS LICENSE APPLICATION



Dear Clarkston Business Owner/Manager:

To apply for a commercial business license, you will need both an approved business use verification and a fire marshal inspection report.

City staff will review all applications for 2025 Occupational/Business Licenses, including the required supporting documents. Please refer to the attached checklist for full details on required documentation.

Review Process:

- **Zoning Approval**
- **DeKalb County Fire Marshal Approval** (Routing Sheet must be completed with your application)
- **DeKalb County FOG Approval** (if applicable)

Inspections:

- **Building Inspection** for Certificate of Occupancy (CO)
- **DeKalb County Fire Marshal Inspection** (Routing Sheet must be completed with application)
- **Certificate of Occupancy (CO):** Issued upon successful completion of all inspections.

There are two ways to submit your application:

1. **By Mail:** Mail the completed application, along with a non-refundable \$130.00 Administration Fee (by check or money order), to: **City of Clarkston City Hall Annex**, ATTN: Occupational Tax, 1055 Rowland St., Clarkston, GA 30021. After your application is reviewed and approved, you will receive an invoice for any applicable occupational tax.
2. **In-Person:** Applications are accepted Monday through Friday, between 9:00 a.m. and 3:00 p.m. at the City Hall Annex. The non-refundable \$130.00 administration fee must be paid at the time of submission. Incomplete applications will **not** be accepted for processing.

Professionally classified businesses choosing to pay the flat tax may submit a total of \$530.00 (\$130.00 administrative fee + \$400.00 flat tax). Practitioner licensing will be verified.

Enclosed is the application and all related documentation requirements to register your business license. Before turning in your application, please ensure that all forms are complete, including all required documents, and pay the non-refundable \$130.00 Administrative Fee (if mailing).

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

We look forward to collaborating with all our local businesses in the year ahead.

*******IMPORTANT PLEASE READ*******
*******Additional Documentation Required*******

Georgia Security and Immigration Compliance Act (O.C.G.A 50-36-1 through 3):

All businesses are now required to complete and return the “Affidavit Verifying Status of Benefit Applicant “. This form must be completed in full, signed by an officer of the company, notarized and returned along with your completed application worksheet and payment in full. As specified on the Affidavit, you must also provide at least one “secure and verifiable” document with the completed Affidavit. Some examples of a secure and verifiable document are a current state issued ID, Driver’s License or Passport.

Immigration Legislation (HB87) Passed on April 14, 2011: Effective July 1, 2013, any private company with more than 10 full-time employees, along with every public employer, regardless of its size, must register with the federal E-Verify program to check the legal status of new hires.

Remittance Information: Make your check payable to: **City of Clarkston** and mail it to City of Clarkston, ATTN: Occupational Tax, 1055 Rowland St., Clarkston, GA 30021.

NO LONGER CONDUCTING BUSINESS IN CLARKSTON?

If your business is no longer operating in Clarkston, please complete the **Affidavit: Business Sold or Terminated/Closed/Bankruptcy or Moved** form, indicating the date the business closed, was sold, or relocated. You can mail the completed affidavit to the City of Clarkston, or email it to the Clarkston Business License Department at tmitchell@cityofclarkston.com or levans@cityofclarkston.com.

2025 New Business License Checklist

- Application with Legible Contact Information
 - Georgia Sales Tax Number of Retail Sales (All Retail Sales Businesses)
 - Georgia Secretary of State Business Name Registration
 - Federal Employer Identification Number (Federal ID Number)
 - S.A.V.E Affidavit
 - Private Employer Affidavit
 - Copy of Leasing Agreement from Owner or Leasing Management
 - Identification of Business Owner/Photo ID
 - Architectural drawing of Floor Plan of Commercial Spaces (Mandatory)
 - Complete Business information on Routing Sheet (Mandatory)
 - Submit Non-refundable Administration Fee of \$130.00 with Application
 - Proof of DBA registration, if applicable
 - Campaign Disclosure Form
 - Home-Based Business Affidavit (Only for Home Occupations)
-

Business Type Checklist

RESTAURANT

- Federal Employer ID Number
- \$130 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- Current F.O.G. Permit
- GA. Dept. of Public Health: Food Services Permit
- If applicable _____
 - City Alcohol License
 - State Alcohol License
 - Copies of Employees services permit

GROCERY STORE

- Federal Employer ID Number
- \$130 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- Current F.O.G. Permit
 - Cooking food on site
- GA. Dept. of Agriculture: Food Sales
- State Tobacco License
- Other _____

RETAIL BUSINESS

- Federal Employer ID Number
- \$130 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- GA. Dept. of Public Health: Food Services Permit
- Pharmacy/Pharmacists
 - Evidence of Qualifications
- Other _____

DAYCARE

- Federal Employer ID Number
- \$130 Administrative Fee
- GA. State License-*Bright from the Start*
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- Current F.O.G. Permit
 - Cooked food on site
- GA. Dept. of Public Health: Food Services Permit
- Other _____

EMMISSION/AUTO REPAIR

- Federal Employer ID Number
- \$130 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- Emissions Certificate

CONVENIENCE STORE/ GAS STATION

- Federal Employer ID Number
- \$130 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- Current F.O.G. Permit
 - Cooked food on site
- GA. Dept. of Agriculture: Food Sales Establishment
- Alcohol License
 - City
 - State
- COAM License
 - L & B Application
 - City License
- State Weights and Measures Fuel Registration
- State of Tobacco License

PROFESSIONAL PRACTITIONERS/MEDICAL OFFICE/MEDICINE

- Federal Employer ID Number
- \$130 Administrative Fee
- GA. State License
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- Evidence of Qualifications:
 - Chiropractor
 - Pharmacy/Pharmacists
 - Lawyer

OFFICE

- Federal Employer ID Number
- \$130 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- Evidence of Qualifications
 - Insurance
 - Real Estate
 - Auto Broker
 - IRS Tax Registration
- Other _____

BARBER/HAIR/NAIL SALON

- Federal Employer ID Number
- \$130 Administrative Fee
- Copy of Current Lease
- Copy of Driver's license/Photo ID
- Copy of Shop license
- Copy of State license
 - Barber
 - Stylist
 - Nail Technician

BUSINESS REGISTRATION/OCCUPATIONAL TAX CERTIFICATE APPLICATION

For Calendar Year 2025

Check One: New Amended Final (**Date business sold or closed:** _____)

Check One: Sole Owner Partnership Corporation LLC.

Check One: Home-Based Commercial Space

Days of Operations: _____

Business Hours of Operation: _____

Business Name: _____
Business Address: _____
Business Phone: _____
Mailing Address: _____
Email Address: _____
Business Manager Social Security Number: _____
Federal ID Number: _____ Georgia Sales Tax Number: _____
Business Owner Name: _____
Owner's Home Address _____
Home Phone: _____
Owner's Social Security Number _____ D.O.B. _____
Property Owner(s) Name: _____
Property Owner(s) Home Address: _____
Property Owner(s) Contact Information: _____
Description and Nature of Business: _____

In accordance with the business ordinance of the City of Clarkston, Georgia, I (print name) _____, being the (insert title) _____ of the business, do certify that I am the person duly authorized by the business herein named to file this application. I understand that this application does not authorize me to conduct business and that the license cannot be issued without the approval of the Fire Marshall.

Applicant Signature

Date

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.

Executed in _____ (City), _____ (State).

Signature of Applicant

Date

Printed Name

Subscribed to and sworn before me on this the

_____ Day of _____ 20 ____.

Notary Public

FOR OFFICE USE ONLY

SIC Code: _____ Business Type: _____ Business Class: _____ App Fee Pd: _____

Compliance Code: Approved by: _____ Date Approved: _____ Comments Attached: _____

Zoning: _____ **Parcel #:** _____ **Approved by:** _____

Comments: _____ **Date:** _____

Occ Tax Billed: _____ Occ Tax Paid: _____ Check # _____ Amount Paid: _____ Rec'd by: _____

Affidavit Verifying Status of Benefit Applicant

****REQUIRED****

Pursuant to the Georgia Security and Immigration Compliance Act (O.C.G.A 50-36-1), effective July 1, 2007, every agency in **Clarkston** providing public benefits through any local program is responsible for determining the immigration status of citizen applicants for said benefits.

By executing this affidavit under oath, as an applicant for benefits, I am stating the following with respect to my application on for benefits from the City of Clarkston:

Select one of the below.

_____ I am a United States citizen 18 years of age or older.

_____ I am a legal permanent resident 18 years of age or older.

_____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, 18 years of age or older and lawfully present in the United States. My alien number issued by the U.S. Department of Homeland Security or other federal immigration agency is _____.

The undersigned applicant also hereby verifies that he or she has provided at least one secure and verifiable document, as required by O.C.G.A § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

(Please enclose legible copy of document with Affidavit.)

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.

Executed in _____ (City), _____ (State).

Signature of Applicant

Date

Printed Name

Subscribed to and sworn before me on this the

_____ Day of _____ 20 ____.

Notary Public

My Commission Expires:



Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d)

****REQUIRED FORM****

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

(A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees 1.

*** If you select Section 1(A), please fill out Section 2 and then execute below.

(B) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you select Section 1(B), please skip Section 2, and execute below.

Section 2.

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. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

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 BEFORE ME
ON THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

****FORM REQUIRED** This form must be completed and returned with your Clarkston Occupational Tax Renewal and payment. Failure to return this completed Private Employer Affidavit with your renewal and payment will delay the issuance of your occupational certificate.**

BUSINESS OCCUPATIONAL TAX CALCULATION WORKSHEET

BUSINESS NAME: _____	INDUSTRY DESCRIPTION: _____
PHYSICAL ADDRESS: _____	
MAILING ADDRESS: _____	
EMAIL ADDRESS: _____	
SIC CODE: _____	FEE CLASS: _____ FEE RATE: _____

Notice: If your business has discontinued in Clarkston, ENTER THE DISCONTINUED DATE, SIGN AND RETURN THIS FORM.
Date Business Moved, Closed, or Sold: _____ Signature: _____

For Professional Practitioners (OCGA §48-13-9(c) Check one: \$400 Flat Fee Gross Receipts
(If electing Professional Flat Tax - Enter \$400 on line 4 below and complete calculations.)
When electing to pay a flat fee, please submit a copy of your state license with this return.

Submit Gross Receipt Totals ONLY. The Finance Department will calculate any Occupational Tax Owed and you will be emailed an invoice.

Gross Receipts for Current Year

1. Estimated Annual Gross Receipts for 2025 \$ _____ - \$20,000 = _____
(First \$20,000 in Gross Receipts is Exempt) (Cannot be less than \$0.00)
-
4. Professional Flat Tax (ONLY) (4) _____
5. Administrative Fee (ALL BUSINESSES PAY) (5) **\$ 130.00**
6. Total Amount Due (Add Lines 4 – 5) (6) _____

**Return Application & Completed Calculation Worksheet with Check or Money Order, if mailing
Made Payable To: City of Clarkston • Attn: Occupational Tax • 1055 Rowland St • Clarkston, GA 30021.)
For assistance call (404)296-6489. You can also email us at tmitchell@cityofclarkston.com or
levans@cityofclarkston.com**

I hereby swear under penalty of perjury that the information reported on this worksheet is to the best of my knowledge true, correct, and complete. I understand that the issuance of the Occupational Tax Certificate does not permit the business to operate unless the business is properly zoned and in compliance with all applicable City of Clarkston and State of Georgia ordinances and regulations.

I understand that if it is determined that my occupational license requires board certification; I must submit a copy of that board certification along with my renewal. I understand that failure to supply this documentation could result in a delay in the issuance of my Occupational Tax Certificate. I also understand that if I do not complete and return the "Affidavit Verifying Status of the Applicant" and the "Private Employer Affidavit" this will result in a delay of the issuance of my Occupational Tax Certificate.

Printed Name: _____ Title: _____ Email: _____



DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Pursuant to OCGA, Section 36-67A-3(a), the following disclosure is mandatory when an applicant or any representative has made campaign contributions aggregating \$250.00 or more to a local government within two (2) years immediately preceding the filing of this application.

It shall be the duty of the applicant and the attorney representing the applicant to file a disclosure with the governing authority of the respective local government. The following questions **must** be answered:

Have you, the applicant, made \$250.00 or more in campaign contributions to a **local** government official within two years immediately preceding the filing of this application?

Yes No

If the answer is **yes**, you must file a disclosure report with the governing authority of City of Clarkston showing:

1. The name and official position of the local governing authority in City of Clarkston to whom the campaign contribution was made.

Name and official position of the applicant/representative (Please Print)

2. The dollar amount and description of each campaign contribution made during the two (2) years immediately preceding the filing of this application and the date of each such contribution was made.

_____ Description of Campaign Contribution (Please Print)	\$ _____ Dollar Amount
---	---------------------------

This disclosure must be filed within ten (10) days after the application is first filed and must be submitted to the City of Clarkston, 3921 Church Street, Clarkston, GA 30021.

Signature (choose one) Applicant Owner

Date

Notary Signature

Date and Seal

If you intend to operate a business from a residential property, you must read and sign this affidavit.

Sec. 407. Home Occupations.

- (a) It is the intent and purpose of this section to provide for certain types of restricted occupational uses within residential zoning districts. Such uses are restricted to those which:
- (1) Are incidental to the use of the premises as a residence;
 - (2) Are compatible with residential uses; and
 - (3) Do not detract from the residential character of the neighborhood.
- (b) In all residential zoning districts, any building used for residential occupancy may conduct a home occupation use provided that:
- (1) The primary use of the unit is a dwelling;
 - (2) The following standards are complied with in full at all times:
 - (i) Such use shall be conducted entirely within the dwelling unit;
 - (ii) At least one (1) resident of the dwelling unit shall be present and engaged in the home occupation at all times that the home occupation is open for business;
 - (iii) No more than three (3) total persons (including residents) may be employed by the home occupation at any given time.
 - (iv) No mechanical or electrical equipment is to be utilized except that which is necessarily, customarily, or ordinarily used for household or leisure purposes;
 - (v) No equipment that interferes with radio and/or television reception shall be allowed.
 - (vi) No toxic, explosive, flammable, combustible, corrosive, radioactive, or other restricted materials shall be used or stored on the premises;
 - (vii) There shall be no outside operations, storage, or display of materials or products;
 - (viii) No accessory buildings shall be used in connection with the home occupation.
 - (ix) No alteration of the residential appearance of the premises occurs, including the creation of a separate entrance to the dwelling or utilization of an existing entrance exclusively for the business;
 - (x) There shall be no exterior evidence of the home occupation, except for the sign permitted by this section;
 - (xi) No commodity shall be stocked or sold on the premises to the general public;
 - (xii) No process shall be used which is hazardous to public health, safety, or welfare;

HOME-BASED BUSINESS AFFIDAVIT

- (xiii) Visitors, customers, or deliveries shall not exceed that normally and reasonably occurring for a residence and shall, under no circumstance, exceed more than eight (8) business visitors/customers per day and not more than two (2) manufacturer or wholesaler direct deliveries of products or materials per week;
 - (xiv) No on-street parking associated with the business shall be permitted;
 - (xv) Only vehicles used primarily as passenger vehicles shall be permitted in connection with the conduct of the home occupation; and
 - (xvi) The home occupation shall be restricted to fifty (50) percent of the dwelling's floor space and shall not exceed four hundred and fifty (450) square feet of total floor area. Said home occupation use shall be clearly secondary to the use of the dwelling for dwelling purposes.
- (c) In all non-residential zoning districts, any building used for residential occupancy may conduct business provided that:
- (1) The home occupation shall not involve more than three (3) employees on site who do not live in the dwelling unit;
 - (2) A home occupation may include professional and medical offices that are properly licensed and insured when required, office of a licensed/certified health service practitioner, including a surgeon, dentist dental surgeon, osteopathic physician, psychologist, or other medical practitioner licensed by the state, who receives and treats patients on the premises;
 - (3) A home occupation may include the office of a person engaged in a profession, including a lawyer, an accountant, an auditor, an engineer, an architect, a real estate agent, or another profession similar in character, who receives and consults with clients on the premises;
- (d) A home occupation may have a single sign indicating the name of the business mounted as a wall sign on the dwelling, secured to the primary residential use, and having an area of no more than two (2) square feet.
- (e) Adult day care centers, day care nurseries, child care learning centers, family child care learning homes, tutoring and academic instruction are expressly permitted as home occupations by this zoning code.

Signature

Title

Print Name

Date