

Troup County Board of Commissioners



TROUP COUNTY
G E O R G I A

Community Development
100 Ridley Avenue
LaGrange, Georgia 30240

TELEPHONE: (706) 883-1650
FAX: (706) 883-1653

New Business License & Occupational Tax Certificate Requirements:

(Review Fee = \$100.00)

A Business License & Occupational Tax Certificate must be obtained before your business can be opened. Please note that it may take 7 – 10 business days for the review and inspection process.

Please follow the necessary steps, listed below, for obtaining a New Troup County Business License & Occupational Tax Certificate:

- Submit a completed Troup County “New Business License & Occupational Tax Certificate Application Form” and all other attached documents that are required.
- Submit a copy of your Commercial Lease Agreement or submit Proof of Ownership of your new business location.
- Submit a copy of your Driver’s License or a copy of your Permanent Resident Card.
- Submit a copy of your Sales Tax ID # or a copy of your Social Security #.
- Submit a copy of your State of Georgia Professional / Trade License (if applicable).
- Comply with all Troup County Fire Department inspection requirements and obtain a Final Inspection from the Fire Marshal.
- Comply with all Troup County Community Development inspection requirements and obtain a Final Inspection from the Building Official.
- Meet all Troup County Health Department Food Service Permit requirements (if applicable).
- Meet all Troup County Beer & Wine License requirements (if applicable).
- Meet all State of Georgia Department of Agriculture Permit requirements (if applicable).
- Meet all QDC (Quality Development Corridor) requirements (if applicable).
- Meet all Buffer & Screening requirements (if applicable).
- Meet all FEMA Flood Zone & Flood Damage Prevention requirements (if applicable).
- Meet all Airport Zoning District requirements (if applicable).
- Meet all Supplemental Regulations for certain Permitted Land Uses (if applicable). (Examples: Pool/Billiard Room, Junk Yard, Salvage Operation, Amusement Center, Entertainment Establishment, Towing/Wrecker Service, Personal Care Home, Child Day Care, etc.)

Please return all completed applications, forms, documents, and/or required paper work to the Troup County Community Development (706-883-1650).

Affidavit Verifying Status For Troup County Public Benefit Application

By executing this affidavit under oath, as an applicant for a Troup County, Georgia, Business License & Occupation Tax Certificate, Alcohol License, or other Public Benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Troup County (circle one) Business License & Occupation Tax Certificate, Alcohol License, or other Public Benefit for _____
_____(Name of the person applying on behalf of individual, business, corporation, partnership, or other private entity) as a representative of _____(Name of the business, corporation, partnership, or other private entity).

1)_____I am a United States Citizen (18 years of age or older).

OR

1)_____I am a legal permanent resident (18 years of age or older) or I am otherwise a qualified alien or non-immigrant under the Federal Immigration and Nationality Act (18 years of age or older) and lawfully present in the United States.*** All persons that check this must be verified through the Department of Homeland Security's SAVE program.

2)_____ **Must provide a copy of a Secure & Verifiable Document.**

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 Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date:

Printed Name:

Alien Registration number for Non-Citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20_____

Notary Public _____

***Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C, as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

E-VERIFY AFFIDAVIT



TROUP COUNTY G E O R G I A

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

By executing this affidavit under oath, as an applicant for a Troup County _____ (business license & occupational tax certificate, or other document required to operate a business) as referenced in O.C.G.A. §36-60-6(d), the undersigned applicant representing the private employer known as _____ (company name & applicant name) verifies one of the following with respect to the application for the above mentioned document:

1. (a) _____ On January 1st of the below signed year, the individual, firm, or corporation employed more than ten (10) employees.
If the employer selected 1 (a) please fill out Section 2, listed below.

(b) _____ On January 1st of the below signed year, the individual, firm, or corporation employed ten (10) or fewer employees.
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(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

Federal Work Authorization User Identification Number
(Company ID / E-Verify Number)

Date Authorized

In making the above representation under oath, I understand that any person who knowingly and willfully makes 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 allowed by such statute.

Executed on the _____ date of _____, 20____ in _____ (City) _____ (State)

Signature of Authorized Officer / Agent of Company

Printed Name of and Title of Authorized Officer / Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC

My Commission Expires:

Troup County Board of Commissioners



Community Development
100 Ridley Avenue
LaGrange, GA 30240

TROUP COUNTY
G E O R G I A

Telephone: (706) 883-1650
Fax: (706) 883-1653

BUSINESS LICENSE & OCCUPATIONAL TAX CERTIFICATE FEE SCHEDULE

In accordance with Georgia State Law, House Bill 362, county business license fees have been restructured. Please review the chart below and enclose the appropriate fee for your particular size of business.

Please make the check payable to: "Troup County".

<u>Business or Practitioner</u>	<u>Employees</u>	<u>License Fees</u>		<u>Admin Fees</u>		<u>Total Fees</u>
1 - 5	_____	\$125.00	+	\$40.00	=	\$165.00
6 - 10	_____	\$150.00	+	\$40.00	=	\$190.00
11 - 15	_____	\$225.00	+	\$40.00	=	\$265.00
16 - 30	_____	\$350.00	+	\$40.00	=	\$390.00
31 - 50	_____	\$500.00	+	\$40.00	=	\$540.00
51 - 75	_____	\$750.00	+	\$40.00	=	\$790.00
76 - 100	_____	\$1000.00	+	\$40.00	=	\$1040.00
						Plus \$10.00 per Each Employee Over 100

****NOTE**** Part Time Employees:

Please use this as an example.

2 Part-Time Employees = 1 Full Time Employee.

5 Part-Time Employees = 2 Full Time Employees.

<u>Beer & Wine Licenses</u>		<u>License Fees</u>		<u>License Fees</u>
Retail Package License:	Beer	\$200.00	Wine	\$200.00
Retail Pouring License:	Beer	\$200.00	Wine	\$200.00
Wholesale Distributors License:	Beer	\$100.00	Wine	\$200.00
Alcoholic Beverage Catering License:	(Beer and Wine)	\$100.00 Total		
Farm Winery License:	Operating Premises	\$200.00	Tasting Room	\$100.00 Each
Farm Winery Retail Package License:	Beer	\$50.00	Wine	\$50.00
Farm Winery Retail Pouring License:	Beer	\$50.00	Wine	\$50.00
Entertainment License:		\$250.00 Each		

*****Under the New Georgia State law, businesses operating within the State of Georgia are responsible for purchasing a license in the jurisdiction in which the business is located. However, business owners outside the State of Georgia will be responsible for obtaining a license in the jurisdiction in which work is being conducted.**

Thank you for doing business in Troup County!