

# 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

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## **New Business License & Occupational Tax Certificate Requirements:**

**(Review Fee = \$200.00)**



**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).

**Thank you for doing business in Troup County! Best of luck with your new business!**

<b>Troup County Board of Commissioners</b>				
 <b>TROUP COUNTY</b> GEORGIA		Community Development 100 Ridley Avenue LaGrange, GA 30240 Telephone: (706) 883-1650 Fax: (706) 883-1653		 <b>TROUP COUNTY</b> GEORGIA
License #	Fee Paid \$	Application Date	Receipt #	By
	<input type="checkbox"/> Review Fee: \$200.00			
	<input type="checkbox"/> License Fee:			
<b>New Business License &amp; Occupational Tax Certificate Application Form</b>				
Business Information			Business Type	
Business Name:			Sole Proprietor	
DBA / Trade Name:			Partnership	
Nature of Business Description:			Corporation	
Federal Employer Identification # (FEIN #):			LLC	
Sales Tax ID # or Social Security #:			Other	
State of Georgia Professional / Trade License #:				
Business Physical Location		Mailing Address (if different)		
Address:		Address:		
City:		City:		
State:                                  Zip:		State:                                  Zip:		
Phone:		Contact Name:		
Assessor Parcel Number (APN):		Contact Phone:		
Do you Rent or Own this location?		Contact Email:		
Business Owner		Applicant / Manager		
Name:		Name:		
Address:		Address:		
City:		City:		
State:                                  Zip:		State:                                  Zip:		
Phone:		Phone:		
Email:		Email:		
Owner / Agent Signature				
I certify that I am the Owner / Agent of this business and that all information provided, as part of the application, is true and correct.				
Signature of Owner / Agent:			Date:	
Office Use Only - Below This Line				
QDC (Quality Development Corridor) Requirements:				
Buffer & Screening Requirements:				
FEMA Flood Zone & Flood Damage Prevention Requirements:				
Airport Zoning District Requirements:				
Supplemental Regulation Requirements:				
Troup County Health Department Permit Requirements:				
State of Georgia Department of Agriculture Permit Requirements:				
Office Use Only - Below This Line				
Planning & Zoning (706-883-1650)		Fire Marshall		Building Official (706-883-1650)
Approved:	Denied:	Approved:	Denied:	Approved:                  Denied:
Zoning Class:		Comments:		Comments:
Permitted Use?				
By:	Date:	By:	Date:	By:                          Date:

**Thank you for doing business in Troup County! Best of luck with your new business!**

# 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 1<sup>st</sup> 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 1<sup>st</sup> 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:

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## 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	=	<b>\$165.00</b>
6 - 10	_____	\$150.00	+	\$40.00	=	<b>\$190.00</b>
11 - 15	_____	\$225.00	+	\$40.00	=	<b>\$265.00</b>
16 - 30	_____	\$350.00	+	\$40.00	=	<b>\$390.00</b>
31 - 50	_____	\$500.00	+	\$40.00	=	<b>\$540.00</b>
51 - 75	_____	\$750.00	+	\$40.00	=	<b>\$790.00</b>
76 - 100	_____	\$1000.00	+	\$40.00	=	<b>\$1040.00</b>
						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 &amp; Wine Licenses</u>		<u>License Fees</u>		<u>License Fees</u>
Retail Package License:	Beer	\$500.00		Wine \$200.00
Retail Pouring License:	Beer	\$500.00		Wine \$200.00
Wholesale Distributors License:	Beer	\$500.00		Wine \$500.00
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!**