



APPLICATION FOR OCCUPATIONAL TAX CERTIFICATE

Please Select One: ___NEW

Business Legal Name: _____
Proprietorship Partnership Corporation

DBA (Doing Business as) Name: _____

Business Physical Address: _____

City/State/Zip: _____ Phone Number: _____

**MAILING ADDRESS (If different from business address): _____

**ALL CORRESPONDENCE, RENEWAL INVOICE AND OCCUPATIONAL TAX CERTIFICATE WILL BE SENT TO THIS ADDRESS.

Business Owner: _____
(Individual or Corporation)

Business Owner Address: _____

City/State/Zip: _____ Mobile Number: _____

Email Address: _____

US Citizen: ___Yes ___NO Driver's License # _____ (please provide copy)

NAICS CODE: _____ If not known, please visit www.census.gov/eos/www/naics

Sales and Use Tax ID Number: _____

Pursuant to O.C.G.A. 48-13-20.1 any person who performs any business, occupation, or profession and who is subject to an occupation tax or regulatory fee shall provide the legal name of such business and associated trade names, mailing address and actual physical address and sales and use tax identification number assigned to such business by the Georgia Department of Revenue if such business is required to have such number. Such information, or the refusal to provide such information, shall be provided to the Georgia Department of Revenue by the City of Dallas.

E-Verify # _____ or EXEMPT If not known, please visit www.uscis.gov/portal/site/uscis

Authorization Date: _____

Federal Tax Employer ID Number: _____ Professional State License Number: _____

Federal License Number if applicable: _____ Health Permit Number if applicable _____

Please describe your business in detail and list equipment and materials to be stored at this business location:

Additional Business Information

Type of Business: Retail Services Wholesale Manufacturing Financial Institution Builder
 Other _____

Commercial Sign: Yes No (Home Base Businesses are not permitted for signage.)

Fats, Oils & Grease (FOG): Is this a FOG producing business: Yes No (If yes, FOG Application must be completed by a Licensed Plumber in the State of Georgia.)

FOG Application Form Completed & Attached: Yes No N/A

Homebased Business: Yes No

If yes, are you the owner of the home: Yes No (If you will be functioning as a homebased business and you are not the owner of the home, you must provide a copy of the lease and written permission from the homeowner to operate from the home.)

I ACKNOWLEDGE AND AGREE THAT I AM REQUIRED TO NOTIFY THE CITY OF DALLAS IN CHANGE OF OWNERSHIP, ADDRESS, TYPE OF BUSINESS, GOING OUT OF BUSINESS, OR CHANGE OF BUSINESS IN THAT AREA OR ZONING DISTRICT.

Due to City of Dallas Procedures, the information contained in applications will be verified. Occupational License will not be issued until the City verifies that all information provided by the applicant is valid and true.

Business/Occupational Tax Certificate **will be denied** if an applicant owes any delinquent taxes or debt owed to the City of Dallas. This shall include unpaid taxes or debts owed by the land owner of the property for which the business is located.

A building inspection for occupancy and compliance with applicable building and fire codes is required. Please contact the City of Dallas Community Development Department, 678-363-6175, for permit requirements and/or inspections.

I do hereby register and apply for an Occupational Tax Certificate with The City of Dallas, Georgia and furthermore, do certify that the information provided is true, correct and complete and employment records shall be available for inspection

Signature: _____ **Date:** _____

Occupational Tax/Business License Fee

Number of employees shall mean the average number of employees during a specified period of the calendar year that works 40 hours or more weekly. The hours of part time employees and those working less than 40 hours/week shall be added together and the sum divided by 40 to produce the full time equivalent. The tax rate determined by number of employees for each business, trade, profession or occupation is as follows:

Full Time Employees: _____ Part Time Employees: _____

Number of Employees: **0-5** - \$125.00 **6-15** - \$200.00 **16-25** - \$350.00 **26-50** - \$550.00
 51 & up - \$800.00

OFFICE USE ONLY

Payment Information:

Occupational Tax Fee Due: _____

Payment received by: Cash____ Check____ Credit Card____

Additional Comments: _____

S.A.V.E. Affidavit Verifying Status for Public Benefit with City of Dallas

THIS FORM MUST BE NOTARIZED

1) _____ I am a United States citizen 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. **(You must submit the secure and verifiable document with this form, such as a State issued driver's license, military identification card, unexpired U.S Passport, etc.)**

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or nonimmigrant 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 box must be verified through DHS's SAVE program. **(Must include a copy of your current State Driver's License and either a copy of your Permanent Resident Card or Employment Authorization Card)**

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 issued by the Department of Homeland Security or other federal immigration agency is: _____.

** _____ - Identification type and number**

In making the above statement 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. Section 16-10-20.

X _____ - -
Signature of Applicant *Date*

X _____
Printed Name

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

NOTARY PUBLIC

My Commission Expires: _____

Private Employer / E-Verify Affidavit

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:

E-Verify Number

Date of Authorization

(Federal Work Authorization User Identification Number)

**** _____ - Identification type and number if E-Verify is not applicable.****

THIS FORM MUST BE NOTARIZED

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ of _____, 201_____ in _____, _____.
Day Month Year City State

Name of Employer

X _____
Signature of Authorized Officer or Agent

X _____
Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires: _____

Certificates are typically issued 7-10 business days of submitting all required documents.

Application Requirement Checklist

- Application**- must be completed and signed by a qualified applicant
- SAVE Affidavit**- must be completed, signed by a qualified applicant and notarized
- E-Verify Affidavit**- must be completed, signed by a qualified applicant and notarized
- Applicant's Secure and Verifiable document (i.e. driver's license)**
 - visit the Attorney General Office's Website for a list of acceptable documents <http://law.ga.gov/>
 - to submit electronically – email to jbarnette@dallas-ga.gov
- Immigration Documentation** (if applicant is other than a U.S. Citizen) documentation from the US Department of Homeland Security must be submitted
- Residential Property Limited Home Occupational Affidavit** (if operating from a residence)
- Sign Permit**- contact Community Development at (770) 443-8110 ext 1502
- Certificate of Occupancy** (if operating from other than a residence)- contact Community Development Department at (770)443-8110 x1502
- County Fire Marshal Inspection Report** (for commercial or home daycare businesses only) (770) 222-1160
- Lease or Proof of Ownership** (first page and signature page only)
- Registration from the Georgia Secretary of State** (if a corporation or LLC)- contact the SOS at (404) 656-2817
- Fog Application: Fats, Oils, and Grease** (i.e. restaurants, bakeries)- contact FOG Inspector (770) 443-8110 ext 1503
- Commercial Occupancy Verification Form and/or Utility Deposit Receipt**- contact the Utility Dept (770) 443-8110 ext 1201
- Georgia Sales Tax Certificate** (if applicable) 1 (877) 423-6711
- Federal Tax (EIN) Number** for more information contact 1(800) 829-4933
- Any License affiliated with the occupation/business** (i.e. Food Service Permit, State Builder's License, etc.)
 - Paulding County Environmental Health (770)443-7877 (food service permits, tattoo artist licensing, etc.)
 - Georgia Secretary of State (478)207-2440 (Builders, Electricians, Salons, Nail Technicians, Used Car Dealers,
- NAICS** (North American Industry Classification System) **Code**-visit www.census.gov/eos/www/naics to obtain
***must be from the same qualified applicant**
- Applicable Fee**-we accept cash, check, credit card or money order, payable to "City of Dallas"

Notes:

Contact: Jeanette Barnette (770) 443-8110, ext. 1203 jbarnette@dallas-ga.gov
Occupational Tax Clerk www.dallasga.gov

RESIDENTIAL PROPERTY LIMITED HOME OCCUPATIONAL AFFIDAVIT

Date Received _____

Staff's Initials _____

Phone #: _____

Email Address: _____

- 1) This property is zoned residential.
- 2) There are to be no clients, employees, sales, meetings, or deliveries or any other commercial Activity that is beyond the customary traffic or activity for a residential dwelling.
- 3) Storage of inventory or equipment is not allowed on the premises.
- 4) Only one commercial vehicle not to exceed manufacturer's towing and/or carrying capacity Rating of less than one and one-half tons, used exclusively by the resident/occupant may be parked At the residence.
- 5) There shall be no exterior evidence of the home occupation, including but not limited to, any type Of identifying signs.
- 6) No article, product, or service used or sold in connection with such activity shall be other than those Found on the premises.
- 7) No mechanical equipment shall be used for such occupation except such equipment as is customary For purely household and hobby purposes.
- 8) Such use shall be conducted entirely within the dwelling unit and only persons living in the Dwelling unit shall be employed in such occupation.
- 9) No more than 25 percent of the dwelling unit may be used for the operation.
- 10) No materials, equipment, or business vehicles may be stored or parked on the premises except That one business vehicle with a (manufacturer's towing and or carrying capacity rating of less Than one and one-half tons) used exclusively by the resident. The vehicle may be parked in a Carport, garage, or rear or side yard. The off-site employees of the resident shall not congregate On the premises for any purpose concerning the business of the home occupation.
- 11) The limited home occupation shall not create a nuisance.

Detail Description of Services and type of Business activities to be conducted at the above location:

Homeowner () Renter () *** Notarized letter from property owner needed for private property ie, Apartment, mobile home, and residential rentals

Signature of Business Owner: _____ Date _____

I understand that this is a residential location and agree to abide by the restrictions of a home occupation.

Notary Public _____ Seal:

COMMON FAQs:

How do I know if I need a Georgia Sales & Use Tax number? Where and how do I obtain a Georgia Sales & Use Tax number? Businesses are required to collect sales taxes on the retail sale of merchandise, the rental of certain items and for certain services. Contact the Georgia Department of Revenue at (404) 417-4490 for information and to obtain your sales tax number: <http://www.dor.ga.gov>.

Where can I obtain an Employee Identification Number (EIN) or Tax I.D. Number?

The Employee Identification Number (EIN) or Tax I.D. Number is issued by the Internal Revenue Service. Please contact the Business and Specialty Tax Line at (800) 829-4933. If you do not operate your business under an EIN or Tax I.D. Number, then you must provide the responsible person's Social Security Number.

What is a NAICS Code and where do I obtain one?

NAICS stands for North American Industry Classification System and is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. You will obtain a NAICS Code from the U.S. Census Bureau:

<http://www.census.gov/eos/www/naics>. You may already have a NAICS code assigned to your business which you can find on previous tax returns or you may contact your accountant.

E-VERIFY FAQs:

What is E-Verify?

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce. <http://www.uscis.gov/portal/site/uscis> O.C.G.A § 36-60-6 requires registration with and use of E-Verify for private employers of 11 or more employees and submission of an E-verify affidavit for all private employers applying for an occupation tax certificate/business license.

Who should sign the E-Verify Affidavit?

The applicant that signed the application for the public benefit should be the individual signing the E-Verify Affidavit. Applicants should be authorized to sign on behalf of the company.

Do applicants need to sign the E-Verify Affidavit every time a benefit is requested or renewed?

Not necessarily. Once a company/organization submits an E-verify Affidavit, with an E-verify number and the date of authorization, submission of another E-verify affidavit is not necessary unless the E-verify number changes. Also, if a company/organization submits an E-verify affidavit claiming exemption from E-verify registration, any subsequent applications will not require submission of an E-verify affidavit unless the status of the company changes; the company/organization must simply assert its exemption upon each application.

Can I email or fax a copy of the E-Verify Affidavit?

Yes. The E-Verify Affidavit can be mailed, emailed or faxed. It must be completed in its entirety.

What if the applicant who has applied for a public benefit refuses to sign the E-Verify Affidavit?

If the applicant refuses to sign the E-Verify Affidavit the City will not provide the public benefit. The City is required to submit an annual compliance report to the Department of Audits and Accounts for all contracts entered into for the 'physical performance of services. Beginning January 1,2012, the same provisions will apply to the issuance of occupational tax certificates and other licenses/permits.

Where do I find information regarding E-Verify and the O.C.G.A. § 36-60-6 law online?

Please visit this website <http://www.lexisnexis.com/hottopics/gacode/Default.asp> for detailed information regarding O.C.G.A. § 36-60-6.

SAVE Affidavit FAQs:

What is SAVE? Where can I find the law?

The Georgia General Assembly passed legislation in 2007 that makes compliance with SAVE a requirement. The Law is codified in O.C.G.A. § 50-36-1 & 2 and requires, among other things, that state agencies and departments and every political subdivision of the state, including cities, verify the lawful presence in the United States of any applicant for a public benefit; verification requires the applicant to submit a SAVE affidavit and secure and verifiable document. Occupational tax certificates, business licenses, alcohol licenses, and any other document required to engage in business are considered public benefits.

Who should sign the SAVE Affidavit?

The applicant that signed the application for the public benefit must be the individual signing the SAVE Affidavit. Applicants should be authorized to sign on behalf of the company.

What is a secure and verifiable document?

Please visit the Attorney General's Office website at http://law.ga.gov/sites/law.ga.gov/files/related_files/site_page/April%202014%20secure%20and%20verifiable%20document%20list.pdf for a list of secure and verifiable documents. The most common one is a Georgia Driver's License.

How can I submit the SAVE Affidavit and Secure and Verifiable Document?

Both may be submitted via mail, email or in person.

What if the applicant who has applied for a public benefit refuses to sign the SAVE Affidavit?

If the applicant refuses to sign the SAVE Affidavit the City will not provide the public benefit. The City has signed a contract with the Department of Homeland Security that requires the City to verify eligibility prior to granting a public benefit. This includes business and alcohol licenses.

If the applicant is not a United States citizen, what documentation must they provide so the City can run the applicant through the SAVE system?

The applicant must provide the City with a document issued to him/her by the Department of Homeland Security as evidence of lawful presence in the United States. These documents include but are not limited to an Arrival/Departure Record (Form I-94), Permanent Resident Card (Form I-551) or Employment Authorization Document (Form I-766).

Where can I find the O.C.G.A. § 50-36-1 law online? Please visit this website

<http://www.lexisnexis.com/hottopics/gacode/Default.asp> for detailed information regarding O.C.G.A. § 50-36-1.