



# Occupational Tax Certificate

## **Hapeville City Hall**

3468 North Fulton Avenue  
Hapeville, Georgia 30354  
(404) 669 - 2100



**WELCOME TO  
THE CITY OF HAPEVILLE, GEORGIA**

Thank you for considering the City of Hapeville as your new home for your future business. This packet contains information that will help guide you in obtaining licenses, permits, receipts and certificates from the City of Hapeville. **Please DO NOT START YOUR BUSINESS until you have completed all the steps necessary for your licenses, etc.** Many businesses will require several steps in this process, while others may not.

Before you complete the following application, it is necessary to verify that your potential business location is found properly zoned for the type of business you wish to open. You may contact our Community Services Department at (404) 669-2120 for this information. You will need to have your exact address and the type of business you will be applying for available.

Upon verification of zoning, you will then be directed to City Hall to complete an application. All businesses, excluding Home Occupation businesses, will be referred to the Downtown Manager for a review of your application. After the application is reviewed, the application will then be sent to our Community Services Department to schedule an appointment with our Code Enforcement Officer and Fire Marshal for the building inspection. They will inform you of all the remaining necessary steps that must be taken before your application can be processed for payment.

Once an application Checklist form has been completed, the application is then turned in to City Hall for payment processing. You will then be sent a bill for your tax permit. Once payment has been received in City Hall, you will then be issued your Occupational Tax Certificate. Following the steps outlined above will help to eliminate future problems with licensing and zoning.

We look forward to working with you as you begin your new business.

**Additional Agency Information:**

|   |  |   |
|---|--|---|
| <p align="center"><b>Secretary of State's Office</b></p> <p>1st. Stop Business Information Center<br/>800-656-4558<br/>404-656-7061</p> <p>Corporations: 404-656-2817<br/>Licensing Boards: 404-656-3900</p> <p>Web Site: <a href="http://www.sos.state.ga.us">http://www.sos.state.ga.us</a></p> | <p align="center"><b>Department of Administrative Services</b></p> <p align="center">Small &amp; Minority Business Office</p> <p align="center">404-656-6315<br/>800-495-0053</p>                              | <p align="center"><b>Georgia Department of Revenue</b></p> <p>Forms: 404-656-4092<br/>Registration: 404-651-8651</p>  |
| <p align="center"><b>United States Internal Revenue Service</b></p> <p align="center">800-829-3676 (Form SS-4)<br/>770-455-2360</p>   | <p align="center"><b>Department of Agriculture</b></p> <p align="center">800-282-5852<br/>404-656-3645</p> <p align="center"><b>Department of Health &amp; Wellness</b></p> <p align="center">404-613-5585</p> | <p align="center"><b>Of Interest:</b></p> <p>General Info:<br/><a href="http://www.business.gov">http://www.business.gov</a><br/>EEOC: <a href="http://www.eeoc.gov">http://www.eeoc.gov</a><br/>SBA: <a href="http://www.sbaonline.sba.gov">http://www.sbaonline.sba.gov</a></p> |



**City of Hapeville**  
P.O. Box 82311  
Hapeville, Georgia 30354  
(404) 669 – 2100  
(404) 669 - 2113 – Fax

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***CHECKLIST for Occupation Tax Certificate***  
***Please read before completing application***

- File Application for an Occupational Tax Certificate.
- Schedule Appointment with the Code Enforcement Coordinator:
  - Zoning Approval - will be granted if business location is appropriately zoned for the proposed business and in addition thereto meets the minimum requirements for the zone for parking, setbacks and landscaping.
- Planning Permission Approval/or Recommendation is necessary for:
  - Site Plan Approval for New Structures, Expansion or Enlargement of existing Commercial Buildings
  - Conditional Use Permits
  - Temporary Use Permits
  - New Buildings
  - Rezoning of the Property
- Board of Appeals Approval is necessary for:
  - Variances and Modification of the Zoning Requirements
- City Council Approval is necessary for:
  - Temporary Use Permits
  - Conditional Use Permits
  - Rezoning of the Property
- Approval is necessary for all signs placed on property within the City limits of Hapeville. A Temporary sign may be permitted for 30 days with approval from the Community Services Department. No sign is to be erected or placed on the property without prior approval.
- Fulton County Health Department Approval is necessary for all food establishments. A copy of the approved plans and inspection must be submitted to the City before business opens. Please contact Fulton County Environmental Health Services at 404-613-5585 to inquire about plan submittal and inspections.
- Department of Agricultural Approval is required for all grocery stores. A copy of which must be submitted to City at time of application or before business opens.
- City of Hapeville Police Department Approval is necessary for all businesses where alcoholic beverages are involved (separate application necessary).
- All buildings/ space must be inspected by and receive approval from the City of Hapeville Fire Department.

- All buildings/ space must be inspected by and receive approval from the Community Services Department Building Inspector prior to commencement of business. A Building Permit may be required for any alterations, or enlargements to the structure. Please check with the Community Services Department to determine if a Building Permit will be applicable prior to any alterations to the structure.

If your property is located in the Downtown Business District or along the Dogwood Drive Corridor, consult with the Office of the Downtown Manager at City Hall prior to making any changes to the exterior of the building,

- A Certificate of Occupancy Permit (CO) is then issued by the Community Services Department.
- Once all necessary steps are completed accordingly, application is set to City Hall for generation of bill and payment processing.
- Once Tax is paid, an Occupational Tax Certificate is then **issued by City Hall.**

**If your business requires a dumpster, you must contact Republic Services at (404) 693-9235 to set up an account. Republic is the exclusive service provider for the City of Hapeville. You may not use any other hauler.**



**Occupational Tax Certificate  
Application Form**

**City of Hapeville**  
P.O. Box 82311  
Hapeville, Georgia 30354  
(404) 669-2100 -phone  
(404) 669-2113 -fax

**Office Use Only**  
NAICS Code \_\_\_\_\_  
Certificate # \_\_\_\_\_  
Date \_\_\_\_\_  
Fee \_\_\_\_\_

Calendar Year \_\_\_\_\_

**Please complete ALL Sections.** Occupational Tax will be based on information supplied on this application.  
**Copy of Driver's License/Picture ID is required.**

Name of Business \_\_\_\_\_

Check one:  Single Proprietor  Corporation (proof required)  Partnership  Non-Profit (proof required)

Type of Business \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Business Location \_\_\_\_\_ Suite Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Local Phone Numbers: (\_\_\_\_) \_\_\_\_\_ Business (\_\_\_\_) \_\_\_\_\_ Fax  
(\_\_\_\_) \_\_\_\_\_ Residence (\_\_\_\_) \_\_\_\_\_ Cellular

Email address: \_\_\_\_\_

**Federal Tax ID. Number** \_\_\_\_\_ **State Tax ID. Number** \_\_\_\_\_

Do You Own or Lease this building? \_\_\_\_\_ \*\*If renting or leasing, you must provide a notarized authorization letter from the property owner granting permission to operate the business at the location provided.\*\*

If Leasing/Renting:

Property Owner (s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone/Pager \_\_\_\_\_

Describe the Primary Function of Business\*:

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Agriculture   | <input type="checkbox"/> Wholesale                | <input type="checkbox"/> Real Estate    | <input type="checkbox"/> Health Care           |
| <input type="checkbox"/> Mining        | <input type="checkbox"/> Retail                   | <input type="checkbox"/> Professional   | <input type="checkbox"/> Arts/Entertainment    |
| <input type="checkbox"/> Utilities     | <input type="checkbox"/> Transportation/Warehouse | <input type="checkbox"/> Management Co. | <input type="checkbox"/> Accommodation/Foods   |
| <input type="checkbox"/> Construction  | <input type="checkbox"/> Information              | <input type="checkbox"/> Administrative | <input type="checkbox"/> Public Administration |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Finance/Insurance        | <input type="checkbox"/> Educational    | <input type="checkbox"/> Other _____           |

**Gross Receipts** – Gross Receipts from previous calendar year.

Yearly Total Even Dollar Business Receipts: \$ \_\_\_\_\_ Number of employees associated with business? \_\_\_\_\_  
(New businesses, estimate 1 year total) (Minimum of 1 - one)

Certain **Practitioners of Professions** may elect to pay **\$300.00 per practitioner** in lieu paying a tax on gross receipts. If you are eligible, and if you and all members of your firm elect to pay the flat per practitioner tax this year, check below and you will be charged accordingly.

\_\_\_\_\_ **I ELECT TO PAY A FLAT TAX IN LIEU OF REPORTING GROSS RECEIPTS AND PAYING A TAX BASED ON GROSS RECEIPTS.**

Please indicate the number of practitioners next to the appropriate type of professional.

- |                    |                                     |                                     |
|--------------------|-------------------------------------|-------------------------------------|
| _____ Lawyer       | _____ Optometrist                   | _____ Public accountant             |
| _____ Physician    | _____ Psychologist                  | _____ Embalmer                      |
| _____ Osteopath    | _____ Veterinarian                  | _____ Funeral Director              |
| _____ Chiropractor | _____ Landscape architect           | _____ Engineers, Civil, Mech., Etc. |
| _____ Podiatrist   | _____ Land surveyor                 | _____ Architects                    |
| _____ Dentist      | _____ Practitioner of physiotherapy | _____ Therapist/Counselors          |

Is business carried on under a trade name other than the one shown? No  Yes  \_\_\_\_\_

Were you required to obtain a certificate in any other location? No  Yes  If yes, where? \_\_\_\_\_

Name of Business Owners/CEO & Residence Address:

| Name | Residence Address | Social Security Number |
|------|-------------------|------------------------|
|      |                   |                        |
|      |                   |                        |

I hereby make application for a renewal of an Occupational Tax Certificate for the City of Hapeville. I do hereby swear or affirm the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that The City of Hapeville reserves the right to enforce any and all ordinances regardless of payment of occupational tax and further that it is my / our responsibility to conform with said ordinances in full. I hereby acknowledge that all requirements shall be adhered to. I agree that should I elect to have a sign at this location, I will make application for a sign permit prior to erecting or placing the same upon the property. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Hapeville pursuant to O.C.G.A. 16-10-20

**Please verify ALL SECTIONS ARE COMPLETE – any missing information will constitute an incomplete application.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

Seal:

**THE ISSUANCE OF A BUSINESS OCCUPATIONAL TAX CERTIFICATE IS NOT TO BE CONSIDERED AS AN APPROVAL OF SAID BUSINESS USE AND IN NO WAY CONFIRMS THAT SAID BUSINESS MEETS THE ZONING OR OTHER REQUIREMENTS OF THE CITY OF HAPEVILLE. FURTHER, ISSUANCE OF AN OCCUPATIONAL TAX CERTIFICATE NEITHER WAIVES NOR PREVENTS THE APPLICABILITY OF ANY LAW OR ORDINANCE. NOR WILL SUCH CERTIFICATE PREVENT THE ENFORCEMENT OF ANY LAW OR ORDINANCE.**

\*\*\*\*\*SEND NO MONEY. YOU WILL BE BILLED FOR THE AMOUNT DUE.\*\*\*\*\*

|  |
|--|
| <p><b>For Office Use Only</b></p> <p>Certificate# _____</p> <p>Amt. Due _____</p> <p>Amt. Paid _____</p> <p>Date Paid _____</p> <p>Issued _____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|

**Occupational Tax Certificate  
Application Form**

**Community Service Information**

Will this business occupy an existing building/space? Yes \_\_\_\_\_ No \_\_\_\_\_  
Square footage of building/space \_\_\_\_\_ Will any construction be required to make the building suitable for your business?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please describe the renovations you intend to make \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the estimated cost for the proposed renovations? \_\_\_\_\_

Will the business operation involve customers visiting the site? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how many paved parking spaces do you  
have on the site? \_\_\_\_\_ Will you be sharing parking with another business? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, give the name of the  
business and type of business \_\_\_\_\_

Normal hours and days of operation? \_\_\_\_\_

Prior use of this building/site? \_\_\_\_\_

Business Name \_\_\_\_\_

What other business activities are operating in this building? \_\_\_\_\_

What additional business activities other than those described above will take place?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is anyone living in any portion of the building? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where? \_\_\_\_\_  
\_\_\_\_\_ How many persons are living in the building? \_\_\_\_\_

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Will there be any signs displayed? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how many signs do you anticipate? \_\_\_\_\_ Describe the sign(s) by  
square footage? \_\_\_\_\_

Will there be storage of merchandise or other articles stored on the property? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what area of the property will be used  
for storage? \_\_\_\_\_

Will there be any merchandise or other articles displayed for advertising purposes?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Will any activities involve the use of chemicals, machinery or matter of energy that may create or cause to be created, noise, noxious odors or  
hazards that will endanger the health, safety or welfare of the community? Yes \_\_\_\_\_ No \_\_\_\_\_

# CITY OF HAPEVILLE

## EMERGENCY CONTACT FORM

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Business Owner(s) \_\_\_\_\_

Owner's Phone \_\_\_\_\_

Building Owner \_\_\_\_\_

Building Owner Phone \_\_\_\_\_

### Emergency Contacts

Someone (not including owner of business) who can gain access to the business after normal business hours in case of:  
Fire, Burglar Alarm or other Emergency

1. Name \_\_\_\_\_

Phone# \_\_\_\_\_

2. Name \_\_\_\_\_

Phone# \_\_\_\_\_

3. Name \_\_\_\_\_

Phone# \_\_\_\_\_



**O.C.G.A. § 50-36-1(e) (2) Affidavit**

By executing this affidavit under oath, as an applicant for a (n) \_\_\_\_\_ [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from \_\_\_\_\_ [name of government entity], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 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: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 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.

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

\_\_\_\_\_.

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, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed name of Applicant

SUBSCRIBED 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)**

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_ [business license, occupational tax certificate, or other document required to operate a business] as referenced in O.C.G.A. § 36-60-6(d), from \_\_\_\_\_ [name of county or municipal corporation], the undersigned applicant representing the private employer known as \_\_\_\_\_ [printed name of private employer] verifies one of the following with respect to my application for the above mentioned document:

**1. Fill out this section between January 1, 2012, and June 30, 2012.**

- (a) \_\_\_\_\_ On January 1st of the below signed year the individual, firm, or corporation employed five hundred (500) or more employees.
- (b) \_\_\_\_\_ On January 1st of the below signed year the individual, firm, or corporation employed less than five hundred (500) employees.

*If the employer selected 1(a) please fill out Section 4 below.*

**2. Fill out this section between July 1, 2012, and June 30, 2013.**

- (a) \_\_\_\_\_ On January 1st of the below signed year the individual, firm, or corporation employed one hundred (100) or more employees.
- (b) \_\_\_\_\_ On January 1st of the below signed year the individual, firm, or corporation employed less than one hundred (100) employees.

*If the employer selected 2(a) please fill out Section 4 below.*

**3. Fill out this section on or after July 1, 2013.**

- (a) \_\_\_\_\_ On January 1st of the below signed year the individual, firm, or corporation employed more than ten (10) employees.
- (b) \_\_\_\_\_ On January 1st of the below signed year the individual, firm, or corporation employed less than ten (10) employees.

*If the employer selected 3(a) please fill out Section 4 below.*

**4. 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

\_\_\_\_\_  
Date of Authorization

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, and face criminal penalties allowed by such statute.

Executed on the \_\_\_ date of \_\_\_\_\_, 201\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_(state)

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_



## OCCUPATIONAL TAX PERMIT

\_\_\_\_\_  
Establishment

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone #

-----  
Zoning: \_\_\_\_\_

Issue Date: \_\_\_\_\_

C.O #: \_\_\_\_\_

Special Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**The following signatures are required prior to obtaining a license**

|   |              |       |
|---|--------------|-------|
| Planning & Zoning Manager                       | 404-669-2120 | _____ |
| Fire Department                                 | 404-766-4399 | _____ |
| Building Inspector                              | 404-669-2120 | _____ |
| Permits, Inspections & Certificate of Occupancy | 404-669-2120 | _____ |
| Occupation Tax Clerk                            | 404-669-2104 | _____ |
| Code Enforcement                                | 404-669-2123 | _____ |
| Police Department                               | 404-669-2153 | _____ |