

ANNUAL BUSINESS LICENSE RENEWAL APPLICATION PROCEDURES:

Renewal Invoice - Business License fees are computed based on the number of employees unless otherwise stated by City Ordinance. If the invoice received does not reflect your current status, please contact the Business License Department to make changes.

Applications require photo ID and proof of citizenship, must be submitted to the Business License Department for review.

STEP 1: COMPLETE APPLICATION

- Complete, sign, and notarize application
- Attach required documentation
- Any changes in the business name, location, or ownership requires submission of a new application (fees will apply)

STEP 2: PAYMENT

- Submit completed application packet for review
- Pay all associated invoice fee's

STEP 3: APPROVAL

- Upon satisfactory completion, a business license will be issued.

Lawful Presence Affidavit – Federal and State Law requires the City to obtain an affidavit from applicants for public benefits. Affidavit must be accompanied by a secure and verifiable document (picture ID) of the applicant.

Private Employer Affidavit – O.C.G.A 36-60-6 (d) requires the City to obtain an affidavit indicating the private employer's status regarding federal work authorization program, also known as E-Verify. If you have less than 10 employees and are not hereby required to obtain an E-verify number, you must still sign and return this document.