



MEMORANDUM

DATE: October 2022
TO: City of Hinesville Business Owners
FROM: Business License Office
RE: Commercial Location Business License Renewal – Year 2023

City of Hinesville Business Licenses will expire **December 31, 2022**. Required documentation must be received by **December 31, 2022**.

Forms required for business license renewals are included on the Business License webpage. Form descriptions can be acquired by selecting the Application Procedures link located on the Business License webpage. Forms must be completed in its entirety and returned to the Business License Office located at 115 East M. L. King, Jr. Drive Hinesville, GA 31313. If you have relocated or changed ownership, you must apply for a new business license.

In addition, business license renewals will not be issued to licensee's delinquent in paying the personal property ad valorem tax. Please contact **Liberty County Tax Assessor Office at 912-876-2823** about filing a return and/or payment arrangement.

Please see City Code Section 9-31 for more information.

Due to the enactment of new State Laws, local governments are required to obtain certain documents and information prior to the issuance or renewal of any license/authorization required to operate a business (i.e. state license-salon, medical, tattooing, etc.).

Please see City Code Section 15-70(e) for more information.

Applications and/or documentation not received by December 31, 2022 may cause a delay in receiving your 2023 business license. Renewal applications should include the renewal application, renewal invoice, DOL-4 (if applicable), proof of personal property tax payment, payment in full and any required state license(s), (if applicable).

All fees must be paid in full. Failure to complete and sign all forms properly or provide total payment will result in application denial.

If you have any questions, please contact Deridra Weeks in the Business License Department at 912-876-3564.