



BOARD OF COUNTY COMMISSIONERS

T. PAGE THARP GOVERNMENTAL BUILDING
102 STARKSVILLE AVENUE NORTH, LEESBURG, GEORGIA 31763

LEE COUNTY BUILDING INSPECTION
BUILDING INSPECTION
BUILDING PERMITS
BUSINESS LICENSE
ALCOHOL LICENSE

Joey Davenport
Chief Building Official

Carol Lee
License Administrator

Lee County, Georgia
102 Starksville Ave. N.
Leesburg, GA 31763
(229) 759-6000
Fax: (229) 759-2346
Web: www.lee.ga.us

One of the first
original counties of
Georgia

Established
June 9, 1825

Renewal Instructions for 2018 Business Licenses

“On behalf of your Lee County Commission Thank You for Your Investment in Lee County.” Please find enclosed an application for your 2018 Lee County Business License Renewal. Please fill out all required information and return to this office with the appropriate fees enclosed.

If your primary license is in another county then you MUST send a copy of that license with the application for renewal, the fee will be \$37.50. If you are licensed by the state you MUST send a copy of your state license along with your primary license. FOR THOSE STATE LICENSEES THAT HOLD THEIR PRIMARY LICENSE IN OTHER THAN LEE COUNTY THERE WILL BE NO FEE, FOR THOSE STATE LICENSEES THAT HOLD THEIR PRIMARY LICENSE IN LEE COUNTY THE ONLY FEE REQUIRED IS THE OCCUPATIONAL TAX

A penalty of \$50.00 is imposed on each business that fails to renew by January 15, 2018. When fees remain unpaid beyond thirty (30) days from the due date the penalty shall be \$100.00.

If you do not plan to resume business within Lee County in 2017, it is your responsibility to notify this office in writing so that we can remove your business from our list of active businesses. Please do not hesitate to do this as it could result in other penalties that may be applicable in conjunction with your business license renewal.

When reviewed and approved, your business license will be mailed to you.

- **Please fill out the business license application completely and return it with the appropriate fees.**
- **If your primary license is in other than Lee County then you must send a copy of that primary license with the completed application and the fee will be \$37.50, unless you are licensed by the state in which case there would be no fee.**
- **If you are licensed by the state you must send a copy of your state license along with a copy of your primary**



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license and completed application. Licensees that hold their primary license in Lee County will be required to pay the occupation tax only.

- **If you do not plan to resume business within Lee County in 2018, it is your responsibility to notify this office in writing so we may remove your business from our list of active businesses.**
- **A penalty of \$50.00 is imposed on each business that fails to renew by January 15th, 2018.**
- **A penalty of \$100.00 shall be imposed on each business that fails to renew by January 31st, 2018.**
- **Penalties shall be in addition to any other penalties that may be applicable in conjunction with non-renewal of your business license.**
- **Failure to renew your Lee County License or notify this office of non renewal may result in legal action per code section 62-191 of the Lee County Code of Ordinances.**
- **All Lee County Business Licenses will expire December 31, 2018.**

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Lee County is a thriving vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity without sacrificing the rural agricultural tapestry.

**OCCUPATIONAL, ADMINISTRATION & REGULATORY FEES
LEE COUNTY, GA**

Name of business: _____ County _____

Mailing address: _____

City _____ State _____ Zip _____

Business Location: _____

Phone number: _____

SS# _____

Name of person (s) , or principal (s), or corporate officer empowered to make binding agreements on behalf of said firm: _____

Door-to-door sales (circle one) Yes No

Major line of business: _____

Average number of employees; _____

Chemicals stored on location (circle one) Yes No

Home occupation – (circle one) Yes No

Any renovations or construction to business location- (circle one) Yes No

Any person or corporation interested directly or indirectly in profits or loses in proposed business _____

Will your business be engaged in the provisions of any adult entertainment or service to include, but not limited to, partially clad dress, topless or nude entertainment? (Circle one) YES NO

If yes, please explain: _____

Will your business sell any adult novelties or any items that would not be appropriate to individuals under the age of majority? (Circle one) YES NO

If yes, please explain: _____

A FALSE STATEMENT ON ANY PART OF THIS APPLICATION MAY BE A GROUNDS FOR REVOKING SAID FEE INSTANTER OR SUSPENDING THE FEE AFTER IT HAS BEEN ISSUED.

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF MY STATEMENTS ARE TRUE, CORRECT, COMPLETE, AND MADE IN GOOD FAITH.

DATED: _____

SIGNATURE: _____

WITNESSED BY: _____

APPROVED BY: _____

**OCCUPATIONAL TAX, ADMINISTRATIVE FEE AND
REGULATORY FEES**

Directions: Check all listing which apply to your business. Add the tax and/or fee for each item marked. Remit to the Lee County Revenue Collection Agent the sum total of all items checked.

1. Occupation Tax:

For the calendar year beginning January 1, 1995, and succeeding years thereafter, if you are engaged in any business, trade profession, or occupation in Lee County, Georgia, whether with a location in the unincorporated areas of Lee County or in the case of an out-of-state business with no location in Georgia exerting substantial efforts within the state pursuant of O.C.G.A. 48-19-7, you must pay an occupation tax for said business, trade, profession, or occupation. The tax is based upon your number of employees. (A separate return should be filled for each business location.)

It the occupation tax is applicable to your business, please check one of the following:

Employees	Amount Due	Check One
1-9	\$100.00	_____
10-19	\$200.00	_____
20-29	\$300.00	_____
30-39	\$400.00	_____
40-49	\$500.00	_____
50 or more	\$600.00	_____

II. Administrative Fee

If you are required to pay an occupation tax, you must also pay an administrative fee. If you are not required to pay an occupation tax, proceed to Section III. Check below if applicable.

Administrative Fee \$15.00

III. Any person who shall operate or conduct any business, profession, trade, or occupation listed below must pay the annual regulatory fee as allowed under O.C.G.A. 48-13-9 on those applicable businesses. The regulatory fee shall be in addition to any occupation tax or administrative fee imposed upon such business, trade, or occupation.

The regulatory fee in the amount of (\$37.50) is hereby imposed as authorized under O.C.G.A. S48-13-9. Such regulatory fee shall apply to each business listed as follows.

- (1) Advertising Sign Companies
- (2) Air conditioning/Refrigeration Dealers
- (3) Auctioneers
- (4) Building and construction contractors, subcontractors and workers
- (5) Carnivals
- (6) Taxicabs and limousine services
- (7) Tattoo artists
- (8) Shooting galleries and firearm ranges
- (9) Scrap metal processors and salvage yards
- (10) Pawnbrokers
- (11) Food service establishments
- (12) Dealers in precious metals
- (13) Firearm dealers
- (14) Peddlers
- (15) Parking lots
- (16) Nursing and personal care homes
- (17) Modeling agencies
- (18) Massage parlors
- (19) Landfills
- (20) Auto and motorcycle racing
- (21) Boarding houses
- (22) Businesses which provide appearance bonds
- (23) Boxing and wrestling promoters
- (24) Hotels and motels
- (25) Hypnotists
- (26) Handwriting analysts
- (27) Health clubs, gyms and spas
- (28) Fortunetellers
- (29) Garbage collectors
- (30) Escort services
- (31) Burglar and fire alarm installers
- (32) Locksmith

The Inspection Department of Lee County shall continue to impose permit fees for construction and development in compliance with the regulations currently in place. It is the express intent of this ordinance that such regulations shall not be affected by this ordinance.

IV. The total sum due is the grand total of each item checked.

TOTAL AMOUNT DUE \$ _____

The undersigned makes this return based upon his or her personal knowledge and under oath affirms that the representative made herein are correct to the best of his knowledge.

SIGNATURE

DATE

EMERGENCY CONTACT INFORMATION

In case of after hours emergency Lee County Officials may need to contact someone concerning your business.

Name of Business: _____

Business Address: _____

Business Phone: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____

PLEASE MAKE CHECKS PAYABLE TO ---- LEE COUNTY

MAIL TO:

**LEE COUNTY INSPECTION DEPARTMENT
102 STARKSVILLE AVE. NORTH
LEESBURG, GEORGIA 31763**

PHONE: 229-759-3326

Emergency Contact & Business Information-Lee Co 911

Business Name _____

Business Address _____

Type of Business _____

Business Phone _____

Emergency Contact Name #1 _____

#1 Contact Number _____

Emergency Contact Name #2 _____

#2 Contact Number _____

Hazards or Special Problems _____

**All information contained herein is confidential information for the Lee County 911.
119 Pinewood Rd Leesburg, Ga. 31763 (229)759-6023 or fax (229)759-3339**

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. Only fill out this section if the current date is on or before June 30, 2013. Select Only One.
 - (a) _____ On January 1st of the below signed year the individual, firm, or corporation employed one hundred (100) or more employees. *If the employer selected 1(a) please fill out Section 3 below.*
 - (b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than one hundred (100) employees.

2. Only fill out this section if the current date is on or after July 1, 2013. Select Only One.
 - (a) _____ On January 1st of the below signed year the individual, firm, or corporation employed more than ten (10) employees. *If the employer selected 2(a) please fill out Section 3 below.*
 - (b) _____ On January 1st of the below signed year the individual, firm, or corporation employed ten (10) or fewer employees.

3. 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:

**Affidavit Verifying Status
For County Public Benefit Application**

By executing this affidavit under oath, as an applicant for a _____, County Georgia Business Occupation Tax Certificate, Alcohol License, Taxi Permit 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 _____ County Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit (circle one) for _____.
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise 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.*

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:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__
Notary Public
My Commission Expires:

* _____
Alien Registration number for non-citizens

***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:



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Dear Business Owner:

After many years of negotiation and after conducting a test program, the Georgia Department of Revenue has implemented a program to collect and exchange information with local governments in regard to sales and use tax identification numbers as assigned by the Georgia Department of Revenue. Use of these data will help assure that tax collections by the state are properly recorded and properly distributed to Lee County. Conversely, the municipality will be able to verify occupational tax data on file with the state.

In accordance with Georgia Code **48-13-20.1**, "each municipality or county must request the sales and use tax identification number assigned to such business..." For further information on this requirement, go to www.dor.ga.gov or call [877-423-6711](tel:877-423-6711)

In the past, Lee County has not asked for this information. However, in order to take advantage of this new program, it becomes necessary to collect the sales and use tax identification number that was issued to you by the state.

We now require that you provide the sales and use tax identification number, issued to you by the state, in the space provided below.

Thank you in advance,

Carol Lee
Occupational Tax Administrator

My Sales and Use Tax Identification Number is: _____.

My business name: _____

My business address: _____