



CITY OF ST. MARYS, GEORGIA

OCCUPATIONAL TAX REGISTRATION APPLICATION

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Planning & Building Department
418 Osborne Street - (912) 510-4032

APPLICATION PROCESS

The Planning & Building Department reviews Occupational Tax Registration applications once a week on Tuesday. Once the application is approved, you will pay the application fee and your Occupational Tax Registration certificate will be issued. ***The certificate must be posted in a conspicuous place at your business establishment. Business licenses are non-transferrable.***

EXPIRATION AND RENEWAL

The Occupational Tax Registration certificate expires December 31 of each year. Please contact the licensing office at (912) 510-4032 if your business closes, moves to another address or this was a one time construction job in which the job is completed and do not wish to renew your certificate.

SIGN PERMITS

To receive a sign permit for your business, the St. Marys Planning & Building Department has applications available. ***Section 46-141 of the St. Marys Code of Ordinances states except as specifically excluded from the provisions of the ordinance, it shall be unlawful for any person to post, display, substantially change, or erect a sign in the City without first having obtained a sign permit.***

ADDITIONAL REQUIRED LICENSES OR DOCUMENTS PER FEDERAL, STATE OR LOCAL CODE

- **Affidavit Verifying Status** - All business are required to complete form **O5** included in the application packet.
- **Day Care** - If you plan to operate a school, nursery or day care facility, you must apply to the Department of Human Resources Child Care Licensing. This agency will provide information regarding rules and regulations for child care licensing. (912) 691-6240
- **Grocery & Convenience Stores**—The GA Dept. of Agriculture inspects and licenses all food preparation facilities with **no** seating (example convenience stores with take-out Deli). Food storage facilities such as grocery stores and warehouses are also inspected. GA Dept. of Agriculture (404) 656-3627 or www.AGR.State.Ga.US
- **Restaurants**—Any food preparation facility with seating including inspections of Hotels, Motels, Bed & Breakfast, Personal Care Homes, and Restaurants are inspected by the Camden County Public Health Department. (912) 729-4554
- **GA State Regulated Businesses –Trade/Professionals** - For professionals such as electricians, plumbers, cosmetologists, etc. that have to pass State Certification boards and are licensed by the state. GA Secretary of State (404) 656-3900 or www.sos.stat.ga.us/ebd
- **Taxicabs** - Taxicab Services obtain permits through the City Marshall @ (912) 510-4488.



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APPLICATION QUESTIONS

Planning & Zoning Department
418 Osborne Street—(912) 510-4032

The following is provided to assist you in completing questions 1-19 of the Occupational Tax Registration Application.

Business Name & Address Information

1. State the name of the business you are applying for.
2. The physical street address of that business.
3. The mailing address to mail your renewals.
4. City/State/Zip Code for the mailing address.
5. Business Phone Number.

Employee Information

6. Number of full time employees.
7. Part Time Employees: Add the total hours of your part-time employees and divide that number by 40. This will give you the total to show for part-time employees.
Example: If you have 4 part-time employees working 20 hours a week, that would equal 80 hours divided by 40, which gives you a total of two employees.
8. Add the number of full-time (question 6) & part-time employees (question 7) to give you the total of employees.

Type of Business

9. If you have more than one line of business, list each business to be conducted at that address.
10. List the business which will provide the greatest income.

Owner/Agent Information

11. Name the owner or person who will be responsible for any business conducted in St. Marys.
12. List the owner/agent's phone number.
13. List the owner/agent's home address.
14. List the owner/agent's city/state/zip code for the home address.

Federal & State Information

15. Businesses that sell retail or wholesale products or provide certain types of service are required to collect and remit sales tax on behalf of the State. For information regarding Sales & Use Tax Registration, you can contact the Georgia Department of Revenue at www.gatax.org or call (912) 389-4094.
16. Professionals such as electricians, plumbers, cosmetologists, etc. have to pass State Certification boards and are licensed by the state. If you are licensed by the State, you will need to provide the necessary documentation.
17. All businesses are required to complete the Affidavit Verifying Status - Form Os included in packet.

Emergency Contact Information

17. Please list the name of an alternate contact to reach in event of an emergency.
18. List a phone number for the alternate contact.
19. List an address for the alternate contact.



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OCCUPATIONAL TAX REGISTRATION FORM

Planning & Building Department

418 Osborne Street—(912) 510-4032

Please indicate the following information about your company of business. If you have more than one location in St. Marys, please complete a separate form for each location. If your company or business is incorporated, please furnish a copy of the incorporation papers as well as a list of the officers of your company.

- 1. Name of Business: _____
- 2. Business Street Address: _____
- 3. Mailing Address: _____ Email Address: _____
- 4. City/State/Zip Code: _____ 5. Business Phone: _____
- 6. Number of employees working 40 hours per week. _____
- 7. Part-time employees (Please see attached form to calculate part-time employees) _____
- 8. TOTAL NUMBER OF EMPLOYEES _____

(If this is an existing business, please indicate the number of employees per location in St. Marys. If your main office is outside St. Marys, please indicate the actual number of employees working in St. Marys. For new businesses, please estimate the total number of employees of the calendar year.)

- 9. Types of Businesses to be conducted: _____
- 10. Dominant Line of Business: _____
(Which business is responsible for greatest income.)

Please give the following information for the person who will be responsible for any business conducted in St. Marys. Electrical, plumbing or mechanical sub-contractors, please give information based on qualifying agent.

- 11. Name of Owner/Agent: _____ 12. Phone Number: _____
- 13. Home Address: _____
- 14. City/State/Zip Code: _____

The following numbers must be provided by those businesses, which are required by law to obtain them, or your local certificate cannot be issued or renewed.

- 15. Georgia Sales Tax ID: _____
- 16. Georgia License Type & Number: _____
Please attach proof of above items, which apply.

The following information is needed so we may have an alternate to contact in case of an emergency if the owner cannot be reached.

- 17. Name: _____ 18. Phone Number: _____
- 19. Address: _____

The undersigned hereby stipulates and states that all statements given in this occupational tax registration form are true and correct and made for the purpose of registering the above business or company with the City of St. Marys, Georgia for occupation tax assessment purposes. The applicant further states that any statement herein, given falsely may result in the revocation of the occupational tax registration certificate or refusal to grant such certificate as well as possible civil penalties. In apply for this certificate, applicant agrees to abide by current zoning ordinances and regulations.

APPLICANT HEREBY AGREES AND CONSENTS PURSUANT TO PUBLIC LAW 93-579 ON THE PRIVACY ACT OF 1974 THAT THE DISCLOSURE OF INFORMATION OBTAINED IN THIS APPLICATION MAY BE SUBMITTED TO ANY AGENCY OF THE CITY, STATE, COUNTY, AND FEDERAL GOVERNMENTS FOR THE PURPOSES OF OBTAINING THE NECESSARY INFORMATION TO PROCESS THE APPLICATION.

Signature of Owner/Agent/Qualifying Agent

Date:

Approved: _____ Date: _____



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COVENANTS OR DEED RESTRICTIONS

By the signature herein placed on this document, the Applicant for an Occupational Registration Tax (aka Business License) from the City of St. Marys certifies that the facts of this application are not in conflict with any covenants or deed restrictions for the address noted below.

Applicant further certifies that the City of St. Marys will be held harmless from any legal action regarding any covenant or deed restriction not disclosed as part of this application for an Occupational Registration Tax (aka Business License).

SIGN ORDINANCE

Applicant further verifies he/she has received a copy of the St. Marys Sign Ordinance, upon application for a local Occupational Tax Registration Certificate. I understand it is my responsibility to comply with the ordinance.

SIGNATURE: _____
PRINTED NAME: _____
ADDRESS: _____

DATE: _____, 20_____

NOTE: ALL APPLICANTS MUST COMPLETE THIS FORM REGARDLESS OF BUSINESS CLASSIFICATION.

