

***CITY OF GAINESVILLE***  
***OFFICE OF CITY MARSHAL***

**300 GREEN STREET / P.O. BOX 2496**  
**GAINESVILLE, GA 30503**  
**TELEPHONE: 770-535-6861**  
**FACSIMILE: 770-535-5636**

**PROCEDURE FOR OBTAINING BUSINESS/OCCUPATION TAX  
CERTIFICATE [BUSINESS LICENSE]**

1. Contact the **Gainesville/Hall County Planning & Zoning Department** to secure the appropriate document for your particular business situation. This normally consists of:
  - A. **Home Office Affidavit [Required For Operating an In-Home Office]**
  - B. **Zoning Verification [Required For All Commercial Locations]**

**GAINESVILLE/HALL COUNTY PLANNING & ZONING DEPARTMENT**  
**430 PRIOR STREET [ZIP CODE 30501] / P.O. BOX 1435 [ZIP CODE 30503]**  
**GAINESVILLE, GA**  
**TELEPHONE: 770-531-6809**

2. If your business will be operated at a commercial business location, contact the **Gainesville/Hall County Building Inspection Department** to secure a **Certificate of Occupancy**. [This document is required and must be obtained before the applicant can receive the **Business/Occupation Tax Certificate** to open for business.] Present your newly acquired **Zoning Verification** to the **Building Inspection Department**:

**GAINESVILLE/HALL COUNTY BUILDING INSPECTION DEPARTMENT**  
**430 PRIOR STREET [ZIP CODE 30501] / P.O. BOX 1435 [ZIP CODE 30503]**  
**GAINESVILLE, GA**  
**TELEPHONE: 770-531-6809**

3. When you are ready to apply for your **Business/Occupation Tax Certificate**, bring either the **Home Office Affidavit** or the **Certificate of Occupancy** to the **Office of City Marshal/Business-Occupation Tax**. After you have completed the return (application) and have paid the fee, your tax certificate should arrive at your mailing address in approximately seven (7) days.
4. Depending upon your type of business, you may be required to have certain other documentation prior to the issuance of a **Business/Occupation Tax Certificate**. Please see page two (2) for examples.

**A. Federal Employer Identification Number (F.E.I. #)**

The U.S. Internal Revenue Service issues an **Identification Number (E.I.N.)** to any business that: **1)** has employees, **and/or 2)** plans to establish itself as a corporation, partnership, or sole proprietorship (some exceptions may apply).

Provide this number on your City of Gainesville Business/Occupation Tax Return at the time of application.

The telephone number to call to obtain this number or for questions concerning it is **1-800-829-1040**.

**B. Georgia Sales Tax Number**

The State of Georgia levies a sales and use tax on the retail purchase, retail sale, rental, storage, use, or consumption of tangible personal property and on certain services described in the **Georgia Code**. It is the responsibility of any business owner making transactions subject to this tax to obtain a Georgia Sales and Use Tax Number.

Provide this number on your City of Gainesville Business/Occupation Tax Return at the time of application.

The telephone number to call to obtain this number or for questions concerning it is **404-417-4490**. The Internet Website for the Georgia Department of Revenue is: <http://www.etax.dor.ga.gov/>

**C. State Licenses/Certification**

Certain professions are required to obtain licenses/certifications from the State of Georgia. A few examples of these professions are: Plumbers, Electricians, Heating/Air Conditioning Contractors, Attorneys, Physicians, and Cosmetologists. Call **PHONE #: 478-207-2440** for further information.

Documentation of this certification must be presented, and the license or certificate number must be provided on the Business/Occupation Tax Return.

**APPLICANT CHECKLIST**

- ZONING VERIFICATION -OR- HOME OFFICE AFFIDAVIT**
- CERTIFICATE OF OCCUPANCY**
- FOOD SVC. PERMIT FROM HEALTH DEPT. [REQUIRED OF RESTAURANTS: PHONE #: 770-531-3973]**
- STATE LICENSE, IF REQUIRED: PHONE #: 478-207-2440**
- DEPARTMENT OF AGRICULTURE [REQUIRED OF GROCERY STORES : PHONE #: 770-535-5955]**

# CITY OF GAINESVILLE

## BUSINESS/OCCUPATION TAX (BUSINESS LICENSE) NEW BUSINESS

OFFICE USE ONLY:

Account No.:

SIC Code:

**Business Trade Name:** \_\_\_\_\_

**Business Address**

**Location:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **DBA:** \_\_\_\_\_

**Corp. Name & Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

(THIS PERSON'S NAME WILL APPEAR ON THE LICENSE)

**Emergency Contact:** \_\_\_\_\_ **After Hours Phone:** \_\_\_\_\_

(For Police & Fire Use)

**Mailing Address**

**Name:** \_\_\_\_\_

**Address 1:** \_\_\_\_\_

**Address 2:** \_\_\_\_\_

**Address 3:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Owner's Address**

Name	Address	City	State	ZIP

**Dominant Line of Business:** \_\_\_\_\_

(WHAT DO YOU DO OR WHAT SERVICE DO YOU PROVIDE?)

Partnership
  Sole Ownership  
 Georgia Corporation
  Other State Corporation

**Date Opened:** \_\_\_\_\_ **Solid Waste Company:** \_\_\_\_\_

**Georgia Sales Tax No.:** \_\_\_\_\_ **Home Business:**  Yes  No

**Certificate of Occupancy No.:** \_\_\_\_\_ **Fed. I.D. or S.S. No.:** \_\_\_\_\_

(REQUIRED)

**State Board Certificate No.:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

