



Business License Information
Office of the City Clerk
P. O. Box 247
186 Hwy 441 Bypass, Baldwin, GA 30511

All businesses located within the city limits of Baldwin must obtain an Occupational Tax Certificate (or business license) annually in order to legally operate. Failure to comply with this law can result in closing of your business and/or civil or criminal penalties. Occupational Tax Certificates/business licenses are distributed according to S.I.C. code.

Applications can be downloaded at www.cityofbaldwin.org or picked up at City Hall. All new business license applications must be reviewed by the City Clerk prior to issuance. Please use the Occupational Tax Application Checklist to ensure that all necessary documentation is submitted with your application to prevent delays.

The business occupation tax (license fee) is based on a sliding scale of the number of employees within the business. New businesses applying after July 1st will only be charged half of the corresponding fee.

Number of Employees	Taxes Required
1 - 4	\$75.00
5 - 8	\$100.00
9 - 12	\$150.00
13 - 50	\$225.00
51 - 100	\$325.00
101 +	\$400.00
Professional Service	\$225.00 (flat rate)

Application and payment may be submitted by mail or in person at City Hall. Payment may be made in cash, check (made out to City of Baldwin), or debit/credit card (with a 4% service fee from Government Window).

Renewals

Business licenses expire on December 31st and must be renewed annually. Business owners are encouraged to renew their license as early as October. Any renewal applications submitted after December 31st are subject to a monthly penalty charge. If submitting your renewal application after December 31st, please call City Hall to confirm the amount owed prior to submitting payment. Business licenses will not be issued until the amount due is paid in full.

For questions or additional information, contact the City Clerk at cityclerk@cityofbaldwin.org.