



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.



Occupational Tax Application Checklist
Office of the City Clerk
P. O. Box 247
186 Hwy 441 Bypass, Baldwin, GA 30511

*Please read thoroughly to ensure you have all required documents prior to submitting.
Please direct any questions to cityclerk@cityofbaldwin.org.*

If you own or operate a business in the City of Baldwin, you are required to have a current occupational tax certificate (business license) in order to conduct business within the city limits. Below are some items we recommend each business look into to ensure your business follows City Ordinances.

1. Before signing a lease/purchasing a property, we recommend that you make sure that your business location is in the proper zoning district for your type of business. Please email your business address and a description of the primary business activity to the Zoning Administrator for confirmation at cityclerk@cityofbaldwin.org. This will help reduce applications denied due to improper zoning.
2. Complete and submit all required forms and documentation to Baldwin City Hall to obtain your Occupational Tax Certificate. See below for a list of items needed to complete the application.
3. All businesses are subject to a Personal Property Tax, assessed by Habersham or Banks County. Personal Property Taxes are billed by the City of Baldwin and the respective county annually.
4. All information provided in this application is subject to an Open Records Request and may be viewed by the public.

Required for ALL Applications

- Occupational Tax Application** - Incomplete applications will not be accepted.
 - o If operating a business out of a leased property, a notarized Property Owner Affidavit must be submitted with application.
- SAVE Affidavit Form** - *Signed and notarized* with appropriate identification
 - o **US Citizens:** Passport, GA Driver's License, or Military ID
 - o **Legal Permanent Residents:** GA Driver's License AND either Permanent Resident Card or Employment Authorization Card
- E-Verify Affidavit** (if employing 10 or fewer fulltime employees) - *Signed and notarized.*

- **Copy of Applicant's Identification**
 - Valid Driver's License
 - A combination of: Passport or Military ID, current utility bill, lease, or mortgage statement.
- **Verification of Paid Property Taxes** - Occupational tax certificates will not be issued to property/business owners with outstanding City of Baldwin property taxes.
- **Payment for Correct Fee** - Cash, Check, Money Order, or Credit/Debit Card (4% service fee assessed on all card transactions. **Payment will not be accepted until new applications have been reviewed and approved by the City Clerk.**

Required for Applications Contingent on Business Type

- Certificate of Occupancy (Commercial Locations Only) - New construction or substantial change in occupancy; *Additional \$85.00 fee.*
- Copy of First Page of Certificate of Incorporation (Corporation, LLC, Non-Profit, etc.)
- Copy of Professional State License
 - *Attorneys, Physicians, CPAs, Engineers, Architects, Surveyors, Cosmetologists, etc.*
- Copy of Health Inspection Report with Grade and/or Fire Inspection Report; *Restaurants Only*
- Copy of FOGIS (Fats, Oils, and Greases Information Systems) Compliance Inspection Report from City of Baldwin Public Works
 - *Food Service, Mechanics, Car Dealers, Schools, etc.*
- Authorization for Background Investigation; *Establishments serving alcohol or pawn brokers.*
- Alcohol Beverage License Application
- Additional Permits if required.



Business License Application
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A. BUSINESS INFORMATION	Business Name:		DBA Name (if applicable):		
	Primary Business Activity (will be listed on license):		Telephone Number:		
	Address of Business <small>*Must use physical address</small>	Street Number and Name:			
	Suite/Apt No.	City	State	Zip	
	Mailing/Billing Address	Street Number and Name:			
	Suite/Apt No	City	State	Zip	
	Are any other businesses currently operating at this address? (circle one)				Yes No
	If yes, please list businesses.				
	Ownership Type (please circle one):				
	Association Corporation Partnership Single Owner LLC				
EIN #:	State License # & Exp. Date:		Driver's License #:		

B. OWNER/AGENT INFORMATION	Owner's Name:		Local Manager/Keyholder's Name:		
	Owner's Full Address:		Local Manager/Keyholder's Full Address:		
	Owner's Phone Number:		Local Manager/Keyholder's Phone Number:		
	Owner's Email Address:		Local Manager/Keyholder's Email Address:		
	Is this business based out of your home? (If yes, please provide proof of Baldwin residency)				Yes No
	Has the owner, applicant, the stated business, or any legally or organizationally related entity had an occupational tax certificate denied, suspended, or revoked within the past twelve (12) months? (If yes, please attach written explanation)				Yes No
	Are there other co-owners of this business with more than a 5% vested interest? (If yes, please attach a list of names, addresses, and phone numbers.)				Yes No

C. Property Owner Info	Property Owner Name:	Company Name (If Applicable):
	Property Owner's Full Mailing Address:	
	Email:	Phone:
	If the applicant is not the property owner, have you attached written consent from the property owner to open and operate a business at this location? Yes No Not Applicable	

Occupational Tax

The annual occupational tax 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. Please check box below to indicate the number of employees. **Payments will not be accepted and license will not be issued until a complete application and all supporting documentation are reviewed and approved by the City Clerk. Commercial locations are subject to an annual Life Safety Code inspection conducted by Baldwin Fire Department.**

Check Box	Number of Employees	Occupational Taxes Required
<input type="checkbox"/>	1 - 4	\$75.00
<input type="checkbox"/>	5 - 8	\$100.00
<input type="checkbox"/>	9 - 12	\$150.00
<input type="checkbox"/>	13 - 50	\$225.00
<input type="checkbox"/>	51 - 100	\$325.00
<input type="checkbox"/>	101 +	\$400.00
<input type="checkbox"/>	Professional Service	\$225.00 (flat rate)

I, _____ (print name), do solemnly swear that the information on this application is true, correct to the best of the applicant's knowledge, training, and ability, and that no false or misleading statement is made herein to obtain a business occupation tax certificate. I understand that if I provide false or misleading information in this application, I may be subject to criminal prosecution and/or immediate revocation of my business occupation tax certificate issued as a result of this application. I understand that I must comply with all City of Baldwin and State of Georgia ordinances and regulations. I hereby agree to provide clearance(s) and/or inspection report(s) required prior to issuance of a business occupation tax certificate. I acknowledge that I am responsible for all applicable taxes accrued at this location. I understand that business licenses must be annually renewed by December 31st and late renewals are subject to a monthly penalty. Should this business close, I am responsible for submitting proper documentation to the City of Baldwin.

Signature _____ Title _____ Date _____

Please Check One:

- Please mail my renewed business license to the mailing address on page 1.
- Please contact me by phone when my business license is ready to pick up at City Hall.



Affidavit Verifying Status

Office of the City Clerk

P. O. Box 247

186 Hwy 441 Bypass, Baldwin, GA 30511

Affidavit Verifying Status for City Public Benefit Application (SAVE)

By executing this affidavit under oath, as an applicant for the City of Baldwin, Georgia Business Occupational Tax Certificate, as referenced in O.C.G.A § 50-36-1, I am stating the following with respect to my application for a Business Occupational Tax Certificate.

I, _____ (print name), on behalf of _____
(name of business/corporation/entity):

1. ____ I am a United States Citizen

OR

2. ____ I am a legal permanent resident, 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 willingly 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.

Signature of Applicant

Date

Printed Name of Applicant

**Alien Registration Number of Non-Citizen

Subscribed & Sworn Before Me

On this ____ Day of _____, 20____.

Notary Public

My Commission Expires: _____

(seal)



Private Employer Exemption Affidavit (E-Verify)

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Pursuant to O.C.G.A § 36-60-6(d)

By executing this affidavit, the undersigned private employer (or its authorized agent) verifies that it is exempt from compliance with the O.C.G.A § 36-60-6, stating affirmatively that the individual, firm, or corporation employs ten (10) or fewer full time employees and is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A § 36-60-6.

Signature of Exempt Private Employer

Printed Name of Exempt Private Employer

I hereby declare that under penalty of perjury that the foregoing is true and correct.

Executed on this _____ day of _____, 20____ in _____(City), _____ (State).

Subscribed & Sworn Before Me

On this _____ Day of _____, 20_____.

Notary Public

My Commission Expires: _____

(seal)



Commercial Property Owner Affidavit
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If operating a business out of a commercial property that is leased, the property owner and business owner must both sign this document in the presence of a notary public. Please read this document thoroughly to ensure it is completed correctly prior to submitting. Please direct any questions to cityclerk@cityofbaldwin.org.

By executing this affidavit, the undersigned property owner authorizes the undersigned tenant to operate a business at the leased property listed below, with the understanding and agreement that this affidavit does not replace any current contractual agreements with the property owner.

Name of Business: _____

Business Description: _____

Complete Leased Property Address: _____

 Signature of Property Owner

 Signature of Business Owner

 Printed Name of Property Owner

 Printed Name of Business Owner

Subscribed & Sworn Before Me

Subscribed & Sworn Before Me

On This _____ Day of
 _____, 20_____.

On This _____ Day of
 _____, 20_____.

 Notary Public

 Notary Public

 My Commission Expires

 My Commission Expires

(seal)

(seal)



Residential Property Owner Affidavit
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If operating a business out of a leased residential property, the property owner and business owner must both sign this document in the presence of a notary public. Please read this document thoroughly to ensure it is completed correctly prior to submitting. Please direct any questions to cityclerk@cityofbaldwin.org. Notary publics are available at City Hall.

By executing this affidavit, the undersigned property owner authorizes the undersigned tenant to operate a business at the leased property listed below, with the understanding and agreement of the following:

1. This property will strictly be used as a physical mailing address for the business only. The tenant will not use this property for client meetings, consultations, or other gatherings related to business.
2. Any business inventory/supplies will be properly stored inside the building in accordance with ICC Property Maintenance Code. No hazardous or flammable materials may be stored on the property.
3. Business operations will not inhibit the natural flow of traffic or parking surrounding the leased property, nor cause or allow any unreasonable loud noise or activity that might disturb the rights, comforts, and/or conveniences of neighboring properties.
4. This affidavit does not replace any current contractual agreements with the property owner.

Signature of Property Owner

Signature of Business Owner

Printed Name of Property Owner

Printed Name of Business Owner

Name of Business: _____

Business Description: _____

Complete Leased Property Address: _____

Subscribed & Sworn Before Me
 On This _____ Day of _____, 20____.

Notary Public

My Commission Expires

(seal)