

**OCCUPATION TAX / REGULATORY FEE**  
**CITY OF GLENNVILLE**  
**134 S. VETERANS BLVD**  
**GLENNVILLE, GA 30427**

*“This institution is an equal opportunity provider and employer.”*

Check One:  Renewal  New  Amended  
Check one:  Sole Proprietorship  Partnership  Corporation:  GA  Other State

Name of Business: (Legal Name or Trade Name): \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_  
Actual Physical Address: \_\_\_\_\_  
Mailing Address if Different: \_\_\_\_\_  
Sales Tax ID #, if Your Business is Required to Have One By Law: \_\_\_\_\_  
Applicable North American Industry Classification System Code Number: \_\_\_\_\_  
Please Describe All the Business Activities, or Lines of Business at This Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Occupational Tax Computation:**

Multiply the average number of employees times the employee rate to calculate the tax. An employee is defined as any individual who exerts effort within the State of Georgia for the purpose of soliciting business or serving customers or clients and who is issued a W-2 form. Please include part-time employees by their full-time equivalent (All PT employees equals average weekly hours divided by 40). The City may request reporting information such as Wage and Tax Reports to determine the accuracy of the information.

Number of Employees \_\_\_\_\_

**Regulatory Fee** (The following businesses or practitioners of profession shall be subject to regulatory fees):

Auction Permit - \$100	Beer & Wine License - \$1500	Burglar Alarm Installers - \$150
Carnivals - \$50	Circuses - \$50	Firearms Dealers - \$100
Game room/Billiards - \$50+	Junkyards - \$100	Massage Parlors - \$250
Masseurs - \$25	Newspaper Delivery Boxes - \$100	Other Public Exhibits - \$15
Pawnshops - \$200	Peddlers/Itinerants - \$10, \$25, \$100	Rides - \$15
Sideshow/Concessions - \$15	Tire Shops - \$25	Well/Septic Tank Installers - \$25

Please list any subcontractors, or independent agents you will be using this upcoming year: \_\_\_\_\_  
\_\_\_\_\_

Each person licensed under **Title 43 OCGA** is required to submit evidence of qualifications, except for attorney-at-law.  
Are you certified under Title 42, OCGA?  Yes  No If yes, please attach your certification.

**CERTIFICATION**

I certify that the foregoing information is true and correct. I understand that the falsification of my part of this tax return may cause denial or closure of this business.

\_\_\_\_\_  
Applicant Signature Printed Name Date

**NOTICE:**

Upon completion or refusal to complete this form by the taxpayer, the municipality or county shall provide written notice to the taxpayer that the above information will be submitted to the Georgia Department of Revenue. The failure or refusal to complete this form by the taxpayer shall not toll or extend the time of payment established for such occupation tax or regulatory fee under Code Section 48-13-20. In accordance with O.C.G.A § 48-2-15 and §48-7-60, all taxpayer information provided on this form shall be confidential and privileged. In compliance with O.C.G.A. §48-1-2 and §48-8-33, the Commissioner of the Georgia Department of Revenue shall collect all sales tax remitted in Georgia. Any questions or comments regarding the collection of sales tax or this Form should be directed to the Georgia Department of Revenue at (404) 417-6605 or sent to Tax Law & Policy, 1800 Century Blvd., NE, Atlanta, GA 30345.

# OTHER ITEMS BUSINESS OWNERS SHOULD BE AWARE OF

The City of Glennville Codes can be found online at [www.cityofglennville.com](http://www.cityofglennville.com) under “Services” and “City of Glennville Code of Ordinances”.

Specific sections or chapters regarding items related to owning/operating a business can be found:

- **Chapter 10: Buildings & Building Regulations**
- **Chapter 22: Environment**
- **Chapter 30: Offenses & Miscellaneous Provisions**
- **Chapter 38: Solid Waste**
  - Article IV. Commercial Establishments**, specifically Sec. 38-132. Loading & Unloading Areas
  - Article IV. Collection Practices**, specifically Sec. 38-162. Garbage collection at commercial establishments
- **Chapter 42: Streets, Sidewalks & Other Public Places** – Specific information regarding maintenance of sidewalks, street repairs, obstructions, placement of items, etc.
  - Article I. In General**
  - Article II. Street Construction & Improvements**
  - Article III. Excavations**
  - Article IV. Driveways & Curbs**
  - Article V. Procedure for Issuance of Permits** – Building Permits are required PRIOR to work.
  - Article VI. Downtown Business District Guidelines** – If your business is located in the area of Barnard Street from U.S Hwy. 301 (Veterans Blvd.) to Tillman Street to include alleys and (one block) to the north and south of said area, excluding U.S. 301. This article is not all inclusive as other city ordinances apply to this area as well.
- **Chapter 50: Taxation** – Regarding fees charged and classification of businesses (some have different requirements)
- **Chapter 58: Utilities** – Regarding connection & disconnection of services
- **Chapter 62: Zoning** – Details what is allowed in different areas by zones.
  - Article I. In General**
  - Article II. Administration & Enforcement**
  - Article III. Districts & District Regulations**
  - Article IV. Mobile or Manufactured Home Parks**
  - Article V. Off-Street Parking & Loading**
  - Article VI. Signs & Billboards** –
    - SPECIAL NOTE to Section 62-576 – Removal of Signage:** Upon discontinuance of a business, all building and related signage on property relating to business shall be removed within 30 days of business closure.
  - Article VII. Nursing Homes, Personal Care Homes & Day Care Homes / Centers**
  - Article VIII. Residential Fencing**

**CITY OF GLENNVILLE  
134 S VETERANS BLVD  
GLENNVILLE, GA 30427  
(912) 654-2461**

To Whom It May Concern:

According to House Bill 87, the City of Glennville is required to have all companies that are issued business licenses complete the attached paperwork:

- SAVE Affidavit (O.C.G.A. § 5-36-1) and
- Private Employer Affidavit (O.C.G.A. § 36-60-6(d)) **NOTE: If you have supplied your E-Verify number, you do not have to fill out this form again, and**
- Copy of Driver's License and
- Copy of your immigration card if not a US Citizen

According to state law, the City is required to obtain these completed forms before a business license shall be issued. All employers are required to complete the SAVE Affidavit and **supply a copy of their Drivers License to the City of Glennville.** According to HB 87, all private employers with 10 or more employees were required to be registered for E-Verify by July 1, 2013. All private employers with less than 10 employees are considered exempt from having to register with E-Verify. Both of these forms have to be completed.

**Per City of Glennville Ordinance Number 50-12, "The new business license is due by January 1, 20\_\_ and is considered late after March 31, 20\_\_. Any person, business or practitioner subject to any occupation tax imposed by our ordinance which is unpaid after this date is subject to a penalty of ten percent of the tax, and an additional 1.5 percent will be imposed for each additional month of delinquency thereof."**

Your assistance in this matter is greatly appreciated. If you have any questions, please feel free to contact me at (912) 654-2461 or email me at [as@cityofglennville.com](mailto:as@cityofglennville.com).

Sincerely,

Delilah Bryant  
Accounting Specialist

Attachments: SAVE Affidavit  
Private Employer Affidavit

**CITY OF GLENNVILLE**  
**O.C.G.A. § 50-36-1(E)(2) Affidavit**

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_, as referenced in O.C.G.A. § 5-36-1, from the City of Glennville, the undersigned applicant for \_\_\_\_\_ (business name) verifies one of the following with respect to my application for a public benefit.

- 1) \_\_\_\_\_ I am a United States Citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_  
(Please provide us with a copy of such card).

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1 (e)(1), with this affidavit.

The secure and verifiable document provided with affidavit can best be classified as: \_\_\_\_\_.

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 as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (State).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

## 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 **CITY OF GLENNVILLE**, 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:

**Fill out this section on or after July 1, 2013.**

- (a) \_\_\_\_\_ On January 1<sup>st</sup> of the below signed year the individual, firm, or corporation employed more than ten (10) employees.  
(b) \_\_\_\_\_ On January 1<sup>st</sup> of the below signed year the individual, firm, or corporation employed less than ten (10) employees.

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