Business License Check List

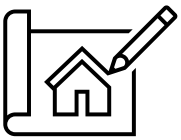
New Occupational Tax Certificate

- ☐ Pre-Clearance Certificate (Application Enclosed)
- ☐ Proof of Taxes Paid (Both Real and Personal Property Taxes)
- ☐ New Business Inspections (Commercial Zoned Properties Only)
- ☐ New Business License Application (Butts County Application Enclosed)
  If your business is in the City of Jenkinsburg the Business License Application can be obtained through Jenkinsburg City Hall.





Butts County Planning & Development - 770-775-8210
Permitting Process, Butts County UDO Compliance, Zoning Plan Review, Scheduling Inspections
Brad Vaughan, Director – bvaughan@buttscounty.org
Doug Attaway, Deputy Director – dattaway@buttscounty.org Ph. 770-775-8210 Ext 3
Kameryn Powell, Permit Technician – kpowell@buttscounty.org Ph. 770-775-8210 Ext 4
Shana Corley, Office Manager – scorley@buttscounty.org



Building Department (Charles Abbott & Associates)
Permitting Process, Building Code Compliance, Building Plan Review, Completing Inspections
Jeremy Head, Building Official - jeremyhead@caa.inc
Kyle Golberg, Building Plan Reviewer - kylegolberg@caa.inc Ph. 229-376-8748



Butts County Environmental Health Dept
Septic Approval Letters
Robert Waggoner - Robert.Waggoner@dph.ga.gov Ph. 770-504-2230 ext. 3



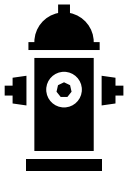
Butts County Water & Sewer Authority
Water and Sewer Tap Receipts / Service Letters
Danielle Lackey, Manager – dlackey@buttswsa.com Ph. 770-775-0042



Butts County Public Works
Driveway Permits, Driveway Inspections, ROW Inquiries
Joey Lowe, Director – jlowe@buttscounty.org



Butts County Clerk of Superior Court
Recorded Deed, Recorded Plats
Morgan Ward, Clerk of Court - Morgan.Ward@gsccca.org Ph. 770-775-8215



Butts County Fire Marshal's Office
Fire Marshal Plan Review, Code Compliance, Inspections Enforcement & Investigations
Sean Wallace, Fire Marshal – swallace@buttscounty.org Ph. 678-236-8119



Butts County Tax Commissioners Office
Proof of Taxes Paid
Nancy Washington, Tax Commissioner – Ph. 770-775-8206

BOARD OF COMMISSIONERS

Mike Wilson
District 1 Commissioner

Jeremiah Hosford
District 2 Commissioner

Joe Brown
District 3 Commissioner

J. Keith Douglas
District 4 Commissioner

Russ Crumbley
District 5 Commissioner

ADMINISTRATION

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County Manager

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Planning & Development Director

Doug Attaway
Deputy Director

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Building Official

Kyle Golberg
Building Plan Reviewer & Building Inspector

Christopher Sears
Code Enforcement Officer

BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE
PLANNING & DEVELOPMENT DEPARTMENT
625 West Third Street, Suite 3 - Jackson, Georgia 30233
Office 770-775-8200 - Fax 770-775-8225
www.buttscounty.com

ZONING PRE-CLEARANCE APPLICATION

All business wishing to operate within Butts County, including the City of Jackson and City of Jenkinsburg, must be examined for zoning designation compliance by the Community Development Department.
The "Zoning Compliance" letter will be forwarded to the "Occupational Tax-Business License Division", upon approval of allowed use of property. A successful completion of this step will allow an applicant to acquire an "Occupational Tax –Business License" application.

Please Note: The imposition of court fines and the revocation of the "Occupational Tax Permit – Business License" will occur at any time in the event that any information contained with the application is false, fraudulent and unlawful.

***CURRENT TAX RECEIPT(S) SHOWING ALL PERSONAL AND REAL PROPERTY TAXES PAID *MUST BE STAMPED BY BUTTS COUNTY TAX OFFICAL ***

APPLICANT: _____
APPLICANT'S PHYSICAL ADDRESS: _____
_____
PHONE: _____ EMAIL: _____

BUSINESS INFORMATION

BUSINESS NAME: _____
BUSINESS PHONE:_____ BUSINESS EMAIL: _____
DESIGNATED BUSINESS ADDRESS & PARCEL NUMBER:
_____
_____

PLEASE SPECIFY IN WHICH PROPERTY WILL BE USED:
HOME OFFICE USE ONLY ____ COMMERCIAL USE _____

BUSINESS TYPE: _____ TYPES OF PRODUCT(S) AND OR SERVICE OFFERED: _____
_____
DAYS/ HOURS OF OPERATION: _____
ESTIMATED # OF EMPLOYEES: _____

I, _____, do solemnly swear, subject to criminal penalties, that the information in this document is true and no false or fraudulent information is used herein.

X _____
Applicant Signature *Date*

Office Use: ___ Butts County ___ Flovilla ___ City of Jackson ___ Jenkinsburg
Zoning _____ Classified Business Type: _____
Parcel # _____ NACIS #_____

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www.buttscountyga.com

PROPERTY OWNER AFFIDAVIT

I, _____ (Property Owner), property owner of

_____(street), _____(city),

_____(state) _____ (zip code).

I **GIVE / DO NOT GIVE** (circle one),

_____(Tenant's name) permission to operate;

_____(Business Name) at above stated property address.

X_____ X_____
Signature of Property Owner Signature of Tenant

_____ _____
Printed Name Printed Name

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20_____.

_____
Notary Public
My Commission Expires: _____

BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE
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625 West Third Street, Suite 3 - Jackson, Georgia 30233
Office 770-775-8200 - Fax 770-775-8225
www.buttscounty.com

OCCUPATIONAL TAX LICENSE APPLICATION

*Any person conducting business, via sales or services which originate and operate within Butts County is required to obtain a "Business License" and pay an "Occupational Tax". It is the responsibility of the business owner to maintain a current and active Business License and Occupational Tax Certificate *

Name of Business:
_____

Business Address:
_____
Physical Address **(NO PO BOX)** City State Zip Code

Name of Business Owner: _____ Date Business Formed: _____

Business Address:
_____
Mailing Address City State Zip Code

Telephone #: _____ Email: _____

Business Type: _____ (**Operation Location**) ____ Home Use ___ Commercial Use

Ownership Type:_____ Single Proprietorship: _____ Partnership: _____ Corporation: _____

E.I.N/ Tax I.D#_____ State License# (Card Required) _____ E-verify: _____

Occupational Tax is calculated by adding the license fee and processing fee together, please use the table below:

NAICS CODE#:	**Business License #**

Number of Employees	**Business License fee**	**Process fee**
0-10	$100.00	$25.00
11-20	$200.00	$25.00
21-30	$300.00	$25.00
31-40	$400.00	$25.00
41-50	$500.00	$25.00
50 +	$600.00	$25.00
Current tax receipt(s) showing all personal and real property taxes paid. **Must be stamped by Butts County Tax Official**		

Fire Marshal/ CO Approval (*Commercial Locations Only*) Inspection Date: _____

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FOR IMMEDIATE RELEASE-BUTTS COUNTY ENACTS NEW ILLEGAL IMMIGRATION LAW REQUIREMENTS:

During the 2011 legislative session, the Georgia General Assembly passed the illegal immigration Reform and Enforcement Act (House Bill 87). Among other initiatives, the legislation placed several new requirements on local governments and businesses. Individuals and business owners should be aware of two of these new requirements that took effect on January 1, 2012.

The first requirement calls for any person seeking a public benefit through the county to present a secure and verifiable document. Public benefits include such things as an occupation tax certificate (business license), an alcohol license and contracts. It further requires any person required to present identification to the county for any official purpose to present a secure and verifiable document. This means that anyone who applies for a public benefit through a county must not only submit a Systematic Alien Verification for Entitlement (SAVE) affidavit but they must also present a secure and verifiable document. Although counties may accept affidavits in person, electronically or by mail, secure and verifiable documents can only be submitted in person or electronically and cannot be accepted by mail.

For more information on what is considered a public benefit and a list of approved secure and verifiable documents, go to the Georgia Attorney General's website at www.law.ga.gov. Click on "Key Issues," and then "Immigration Reports."

The second requirement calls for private employers with 500 or more employees seeking an occupation tax certificate (business license) or any other document required to operate a business within the county to register for and use the E-verify program and to sign an E-Verify affidavit. E-Verify is a federal program the checks the employment eligibility of all new hires.

The private employer requirement will be phased in through July 1, 2013. Private employers with 100 or more employees must be registered beginning on July 12012 and employers with more than 10 employees must be registered beginning on July 1, 2013. Private employers that are not subject to this requirement must sign an exemption affidavit. The affidavits for business owners are also available on the General Attorney General's website.

The Association County Commissioners of Georgia (ACCG) has worked to help counties understand the new requirements for compliance and reporting established through the Illegal Immigration Reform and Enforcement Act through regional training programs for county staff. For additional information on what counties must do to comply with this new law, go to www.accg.org and click on "Immigration.

"We've had more questions from counties on the implementation of the new illegal immigration laws than any other legislative issue in recent years," said ACCG Association Legislative Director Todd Edwards. "Our job is to make sure that we provide them with the best information that we have available and to help them understand what they need to do to comply.

O.C.G.A. § 50-36-1(e)(2) AFFIDAVIT

By executing this affidavit under oath, as an applicant for a loan, grant, tax credit and/or other public benefit, as referenced in O.C.G.A. § 50-36-1, administered by the Georgia Department of Community Affairs, the undersigned applicant 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: _____.

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 this 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 this the ____ day of _____, 20_____, in_____(city), _____(state).

_____
Printed Name of Applicant

_____
Signature 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, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

(A) ____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees.

*If you select Section 1 (A), please fill out Section 2 and then execute below.

(B) ____ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*If you select Section 1 (B), please skip Section 2 and execute below.

Section 2.

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. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

_____
Name of Private Employer

_____
Federal Work Authorization User Identification Number Date of Authorization

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

Executed on the ___ date of _____, 20___ 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 _____, 20____.

_____
NOTARY PUBLIC
My Commission Expires: _____

Office of the Fire Marshal

Pre-New Business Inspection Form

This process is for any new business whether occupying an existing building. All actions start at the Butts County Planning and Zoning Department. All plan reviews, inspections and re-inspection must be submitted and scheduled through the City Tech portal. The Butts County Fire Marshal's Office does not accept plans directly or schedule inspections. The following items are required without exception.

1) **Cover sheet** –
    i. Business or Project Name
    ii. Address to include any suite numbers or letters
    iii. Business Owner and Person Operating the Business if other than Owner
        1. Name
        2. Address
        3. Phone Number
        4. Email address
2) **Scope of Work Sheet** – Describe in detail the items in 3-6. This will help us facilitate the correct codes and speed up the inspection process. Please include a valid email address with your Scope of Work sheet.

3) **Overall Business Footprint Plan** - space and dimensions of the business:
    - Must show tenant separation walls (if in a building with multiple businesses)
    - Must show what business is on either side of your business
    - Must include their suite numbers (if applicable)
    - Must show all door, windows of your business.
    - Location of all building utilities coming into the building.

4) **Overall Interior Space Plan**

To include room dimensions for each room, what each room will be used for, workspaces, and any stationary fixtures: ie, counters, displays, merchandise racks.

Butts County Fire & Emergency Services
206 S. Mulberry St. Jackson, Ga. 30233
678-236-8119 s.wallace@buttscounty.org

Office of the Fire Marshal

5) **Fire Protection System Plan**

Is there a Fire Alarm System, Fire Sprinkler System and / or a Commerical Hood Suppression System in place now.

Are there multiple businesses under the same roof.

If the new business does not already have a KnoxBox, one is required.

If there is a controlled access gate to the property, a KnoxBox padlock is required for manual gates and an electronic KnoxBox is required for automatic gates.

6) **Commodities**

What type of business will be conducted, what type of items are being processed, manufactured, made, sold, stored and or recycled.

Are there Hazardous Materials on site, what are the quantities, include Safety Data Sheets for each with your response.

7) Submittal

a. **Butts County Planning and Zoning is your first step in the process.**
b. **All Plans must be in PDF format and uploaded to City-Tech**
c. **The Fire Marshal's Office can not advise you on requirements without knowing the information above.**

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