

# LICENSE REQUIREMENTS

## MECHANICAL CONTRACTOR

---

- 1) Complete Business Tax Return (online, <http://www.augustaga.gov/DocumentCenter/View/7328>).
  - ❖ Complete all of the grayed out sections on the attached.
  - ❖ We do require the last 4 SSN on all owners/agents listed on license application.
  - ❖ The person completing the application must be listed as an owner/agent and needs to sign the affidavits as well.
  - ❖ Please provide the number of vehicles that will be onsite.
  - ❖ Please provide the number of W-2 employees.
  - ❖ Complete SAVE & E-Verify Affidavits.
    - If you do not have a notary available, do not sign until you are in our office so we can notarize for you at no extra cost.
- 2) Location Requirements Met.
- 3) Copy of State of Georgia Conditioned Air Contractor license card
  - ❖ If multiple state cards, please send copy of all
  - ❖ You will need to contact the Georgia Secretary of State to obtain the state license. Without it, we cannot issue the business license. You may call (478) 207-2440 or go to [www.sos.ga.gov](http://www.sos.ga.gov) to apply for the state license.
- 4) General Liability Insurance (Certificate of Liability page) for minimum **\$50,000/\$100,000** with **Augusta-Richmond County** listed as certificate holder.
- 5) Surety Bond for minimum **\$20,000** for **Commercial** and **\$15,000** for **Residential** with **Augusta-Richmond County** listed as obligee.
  - ❖ **Our address is 535 Telfair St. 3<sup>rd</sup> FL. Augusta, GA 30901**
- 6) A vehicle decal (\$4/each) is required on each vehicle operating onsite

**Conditioned Air Restricted – Class I – Contractors (CR)** is defined as:

- ❖ Class I Licenses shall be restricted to the installation, repair, or service of conditioned air systems or equipment not exceeding 175,000 BTU (net) of heating and five tons (60,000 BTU) of cooling.

**Conditioned Air Non-Restricted – Class II – Contractors (CN)** have no limitations.

# LOCATION REQUIREMENTS

## GENERAL LOCATION REQUIREMENTS ON ALL BUSINESSES

---

- 1.) Is the business located in Augusta-Richmond County?
  - a. Yes, there is an office located in Richmond County.
    - ❖ **Commercial location:** We need the lease agreement (first & signature page) or a deed. We need to have the fire inspection done for the building. Please call Fire Marshall's Department (706) 821-2929 to schedule the fire inspection. The inspection fee is normally \$75 and is paid at our office along with the business license.
    - ❖ **Parking Lot Vendors:** (For example, clothing, retail, bottled water, etc.) The place you choose must be zoned Business and we require a letter of permission from the property owner to conduct your business in their parking lot. If you are setting up at this location permanently, then this will be your physical business location for the business license. If you are wanting to setup at different locations as a street vendor, you must first obtain a Special Use Permit and then provide a copy of a letter of permission from the location you plan to setup at. For each location you setup, you must have a letter of permission to be there.
    - ❖ **Homeowners:** must go to Planning & Zoning to obtain a Special Use Permit that will allow you to use your home as your business location. The Special Use Permit will cost you \$150, which you will pay at Planning & Zoning. If you move to another residence, you will have to get a new Special Use Permit on the new property address.
    - ❖ **Tenants:** must go with the property owner or obtain a notarized letter from the property owner to operate from the home and go to Planning & Zoning to obtain the Special Use Permit. The permit will cost \$150 and will be paid at Planning & Zoning. If you move to another residence, you will have to get a new Special Use Permit for the new property address.
- 2.) No, there is not an office / branch located within Augusta-Richmond County.
  - ❖ If there is an office or branch located within the State of Georgia, we require the current year's business/occupational license from the office location. This would qualify the business as NDOC (non-domicile) so occupational taxes will not be collected. License fee is an administrative fee (\$6 as of January 1, 2014).
  - ❖ If the closest office or branch is located out of the State of Georgia, the license fees will be based on estimated gross revenue for the remainder of the current year.

### **Common Richmond County Office Locations:**

#### **Fire Marshall:**

Address: 3117 Deans Bridge Road Augusta, GA 30906

Phone Number: (706) 821-2929

Fax Number: (706) 821-2907

#### **Planning & Zoning:**

Address: 535 Telfair Street 3rd Floor Augusta, GA 30901

Phone Number: (706) 821-1796

Fax Number: (706) 821-1806

#### **Planning & Development:**

Address: 535 Telfair Street 3rd Floor Augusta, GA 30901

Phone Number: (706) 312-5050

Fax Number: (706) 312-4277