

# LICENSE REQUIREMENTS

## CHILD CARE CENTERS

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- 1.) Family Day Care Homes are defined as a residential home that will supervise 3-6 children. They are allowed in Augusta Richmond County by right if certain criteria are met. There may be no operating residential care homes of any type within 1,200 feet of the proposed home and a Special Use Permit and a Richmond County Business License must be obtained.
- 2.) The criteria for staff approval are as follows:
  - ❖ We must have a Bright from the Start Permit in order for you to have a Child Care Business. You may refer to <http://dec.al.ga.gov/> to obtain the permit for the child care facility.
  - ❖ If you are instructing the children, you must first take a 40-hour course before applying for the child care permit. You may call (404) 656-5957 or (888) 442-7735 for more information.
  - ❖ Applicant must live in the home.
  - ❖ Home has public sewerage or applicant has a letter of approval from the Richmond County Board of Health.
  - ❖ Home is not in the floodplain.
  - ❖ Applicant must provide proof of application for registration from the Georgia Department of Human Resources Day Care Licensing Unit.
  - ❖ The lot on which the family day care home would be located is 10,000 ft<sup>2</sup> or greater.
  - ❖ Hours of operation would not be greater than 6:00 AM to 8:00 PM.
  - ❖ No persons listed with Richmond County Sex Offenders Registry reside within 1,000 feet of the property.
    - For additional information and to have the 1,200 feet search conducted, contact Planning & Zoning at (706) 821-1796.
    - Note: If you do not meet the above listed criteria, you may petition for a Special Exception. For more information regarding Zoning-Rezoning, visit <http://www.augustaga.gov/389/Zoning-Re-Zoning>. \*\*
- 3.) Richmond County's Code Enforcement requires a site visit & facility inspection.
  - ❖ Contact Code Enforcement at (706) 312-5049 to schedule a site visit and have your facility inspected.
- 4.) Complete Business Tax Return (online link, <http://www.augustaga.gov/DocumentCenter/View/7328>).
  - ❖ Complete all of the required sections on the application form.
  - ❖ We do require the last 4 SSN on all owners/agents listed on the 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 W-2 employees for the company.
  - ❖ Complete the SAVE & E-Verify Affidavits.
    - If you do not have a notary available, do not sign the affidavits until you are in our office, so we can notarize the affidavits for you at no extra cost.
- 5.) Location Requirements Met.

# LOCATION REQUIREMENTS

## GENERAL LOCATION REQUIREMENTS ON ALL BUSINESSES

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- 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