

LICENSE REQUIREMENTS

HOTEL

- 1.) 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.

- 2.) Are you purchasing a hotel from a current owner?
 - ❖ If you are, then we will need to have the purchasing agreement records, so we can scan into your file.

- 3.) Are you serving alcohol?
 - ❖ If you are, please contact our Alcohol Division at 706-312-5036.
 - ❖ If you are not serving alcohol, then you will not need to contact our Alcohol Division.

- 4.) We will need a copy of your Georgia State Tourism License.
 - ❖ You can obtain this from the Georgia Department of Public Health (online link: <https://dph.georgia.gov/hotels-motels-and-campgrounds>).
 - We will need to have the Georgia State Tourism License in order to issue the business license to you. We will not accept the tourism license from the previous hotel owner, as you will need to have it in your name as the new owner.

- 5.) Will you be serving food for your guests?
 - ❖ You will have to obtain the Health Department Permit in order to serve food at the hotel.
 - Please contact the Health Department at 706-721-5800 to begin the process of obtaining the Health Department Permit. They are also located at 950 Laney Walker Blvd, Augusta, GA 30901.
 - ❖ If you are not serving any food for your guests, then you will not need to obtain the Health Department Permit.

- 6.) You will need to get a fire inspection completed by the Augusta-Richmond County Fire Department in order to obtain the business license.
 - ❖ Please contact the Fire Department at 706-821-2929 to schedule the fire inspection.

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