

LICENSE REQUIREMENTS

BUILDING – ANY COMMERCIAL – CONTRACTOR

- 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.) Location Requirements Met.
- 3.) Copy of State of Georgia Light Commercial / General 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 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 with Augusta-Richmond County listed as obligee.
 - ❖ Our address is 1815 Marvin Griffin Road, Augusta GA 30906.
 - ❖ A vehicle decal (\$4/each) is required on each vehicle operating onsite

Light Commercial Contractors (RL) is defined as {OCGA § 43-41-2 (11) & OCGA § 25-2-13}:

A person who performs any contractor work or activity performed by residential-basic contractor and, additionally, shall include such contractor work or activity related to multifamily and multiuse light commercial buildings and structures, and their related accessory buildings and structures, which are less than four stories in height; less than 25,000 ft² in aggregate interior floor space; and are constructed of wood or light gauge metal frame, brick veneer, prefabricated, or manufactured type of construction or are pre-engineered steel buildings not exceeding 50,000 ft² of interior floor space; provided that such buildings or structures are not of the type of building or structure that would constitute a special hazard to property or to life and safety of persons as below:

Buildings or structures more than three stories in height; provided, however, that nothing in this Code section shall apply to any individually owned residential unit within any such building;

Any building three or more stories in height and used as a residence by three or more families, with individual cooking and bathroom facilities for each family; provided, however, that nothing in this Code section shall apply to any individually owned residential unit within any such building;

Any building in which there are more than 15 sleeping accommodations for hire, with or without meals but without individual cooking facilities, whether designated as a hotel, motel, inn, club, dormitory, rooming or boarding house, or by any other name;

Any building or group of buildings which contain schools and academies for any combination of grades one through 12 having more than 15 children or students in attendance at any given time; all state funded kindergarten programs;

Hospitals, health care centers, mental health institutions, orphanages, nursing homes, convalescent homes, old age homes, jails, prisons, reformatories, and all administrative, public assembly, and academic buildings of colleges, universities, and vocational-technical schools. As used in this subparagraph, the terms “nursing homes,” “convalescent homes,” and “old age homes” mean any building used for the lodging, personal care, or nursing care on a 24 hour basis of four or more invalids, convalescents, or elderly persons who are not members of the same family;

Racetracks, stadiums and grandstands;

Theaters, auditoriums, restaurants, bars, lounges, nightclubs, dance halls, recreation halls, and other places of public assembly having an occupant load of 300 or more persons, except that the occupant load shall be 100 or more persons in those buildings where alcoholic beverages are served;

Churches having an occupant load of 500 or more persons in a common area or having an occupant load greater than 1,000 persons based on total occupant load of the building or structure;

Department stores and retail mercantile establishments having a gross floor area of 25,000 ft² on any one floor or having three or more floors that are open to the public. For purposes of this subparagraph, shopping centers and malls shall be assessed upon the basis of the entire area covered by the same roof or sharing common walls; provided, however, that nothing in this Code section shall apply to single-story malls or shopping centers subdivided into areas of less than 25,000 ft² by a wall or walls with a two-hour fire resistance rating and where there are unobstructed exit doors in the front and rear of every such individual occupancy which open directly to the outside;

Group day-care homes and day-care centers required to be licensed or commissioned as such by the Department of Early Care and Learning and in which at least 7 children receive care. As used in this subparagraph, the term “group day-care home” means a day-care facility subject to licensure by the Department of Early Care and Learning where at least seven but not more than 12 children receive care, and the term “day-care center” means a day-care facility subject to licensure or issuance of a commission by the Department of Early Care and Learning where more than 12 children receive care. Fire safety standards adopted by rules of the Commissioner pursuant to Code § 25-2-4 which are applicable to group day-care homes and day-care centers shall not require staff-to-child ratios; and

Personal care homes required to be licensed as such by the Department of Human Resources and having at least 7 beds for nonfamily adults, and the Commissioner shall, pursuant to Code § 25-2-4, by rule adopt state minimum fire safety standards for those homes, and any structure constructed as or converted to a personal care home on or after April 15, 1986, shall be deemed to be a proposed building pursuant to subsection (d) of Code § 25-2-14 and that structure may be required to be furnished with a sprinkler system meeting the standards established by the Commissioner if he deems this necessary for the property fire safety.

General Contractors (GC) has 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